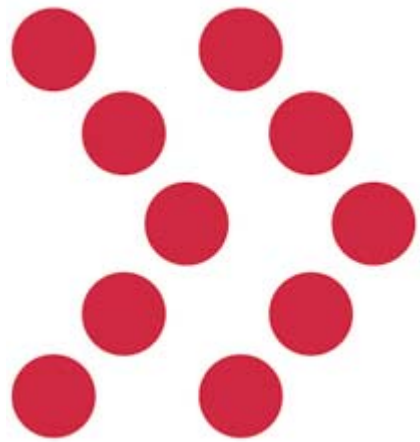


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# **Microsoft Outlook Web Access (OWA) User Guide**



Final

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For more information about NMCI documentation, contact the DMC at [NMCI AE-DMC](#).

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# 1. INTRODUCTION

Welcome to the NMCI Outlook Web Access (OWA) User Guide. This guide provides information on how the user can access Microsoft Outlook mail, calendar, and other items using the Internet.

OWA allows you to send, receive, create, reply to, forward, and delete e-mail messages from any workstation, including those not connected to the NMCI network. While connected through OWA, you can access your e-mail, calendar, and contacts following the same steps you use in Outlook.

For a list of current abbreviations, acronyms, and terms, click the following link: [NMCI Master Abbreviations, Acronyms, and Terms](#). For additional information, see the latest version of *NMCI Naming Standards*, D400.11939.01, available from the Definitive Software Library (DSL).

## 1.1 Why Use Internet Explorer to Access OWA?

To take full advantage of all the features of OWA, use Internet Explorer, version 5.0, or later. Although other browsers will work, certain features and functions are available only when using these versions.

## 1.2 Tips for Netscape Users

For Netscape users, who need help with Internet Explorer; review *Tips for Netscape Users Help* in Internet Explorer. It includes a list of Netscape terms translated to Internet Explorer terms, as well as information on how to use Navigator shortcuts in Internet Explorer. To access *Tips for Netscape Users*, open Internet Explorer and from the menu bar, click **Help** and **For Netscape Users**.

## 2. BEFORE USING OWA

Before using OWA to access your NMCI e-mail, you must review the policy regarding OWA usage; successfully complete the OWA Policy Training CBT module on Homeport to certify your awareness of OWA policy; submit your Certificate of Course Completion, OWA User Responsibilities and Acknowledgement and Request for Remote Access forms to your Commanding Officer (CO); ensure that you have a valid Common Access Card (CAC), CAC reader, drivers, CAC middleware, your current NMCI network password; and successfully download the Secure/Multipurpose Internet Mail Extensions (S/MIME) control option.

### 2.1 Review OWA Policy

To review current OWA Policy on Homeport:

- Navy users: [Department of the Navy \(DON\) policy regarding OWA usage](#).
- Marine Corps users: [Marine Corps policy regarding OWA usage](#); scroll to *Outlook Web Access (OWA)* and select the **DON CIO Interim OWA Guidance** document.

### 2.2 Complete OWA Policy Awareness Activities

You must successfully complete the [Outlook Web Access \(OWA\) Policy Training CBT module](#) on Homeport to certify your awareness of OWA policy and print out the Certificate of Course Completion.

### 2.3 Submit OWA Forms for Commanding Officer Approval

The Certificate of Course Completion of OWA Policy, [OWA User Responsibilities and Acknowledgement](#), and [OWA Request for Remote Access](#) forms must be printed out, completed and sent to your CO for approval.

### 2.4 Obtain a CAC Reader, Drivers and Middleware

If you need to obtain a CAC reader, drivers and CAC middleware, such as ActivClient, to access OWA, consult your local Command or one of the following web sites:

- Navy users: [Navy INFOSEC](#) web site
- Marine Corps users: [MCNOSC](#) web site



## 2.5 Obtain NMCI Network Password

If you do not know your current NMCI network password, it can be reset from the NMCI network using your CAC and the Automated Password Reset Tool. Refer to the *User Tools* section of Homeport for detailed instructions on utilizing this tool:

[http://homeport/user\\_tools.asp](http://homeport/user_tools.asp).

## 2.6 Download and Install the S/MIME Control

Downloading the S/MIME control option allows the OWA user to view signed, encrypted or signed and encrypted e-mail messages. The steps for this process are covered in Section 8.1: Downloading the S/MIME Control Option. Signing of e-mail is required per NTD 07-06 for Navy and per 171415Z May 04 PKI for Marine Corps.

## 3. LOGGING IN TO AND OUT OF OWA

During your OWA session use only a wired internet connection, ensure that no wireless connections are turned on and that no other web browsers are open. This section describes how to log in to and out of OWA.

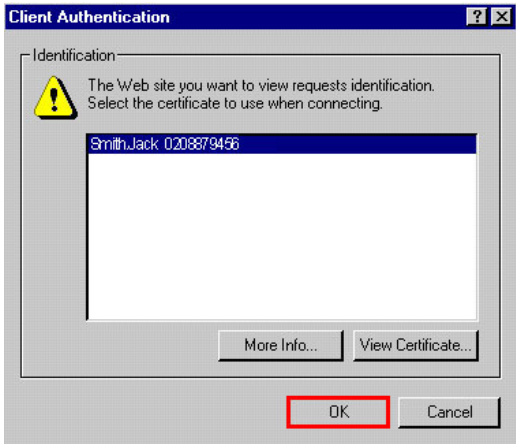
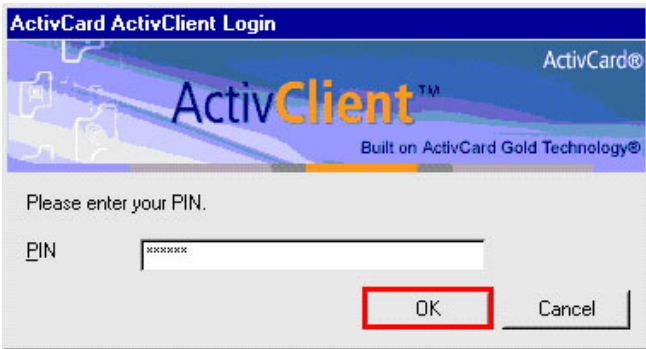
### 3.1 Logging In to OWA

To log in to OWA, perform the steps in Table 1.

**Table 1: Logging In to OWA**

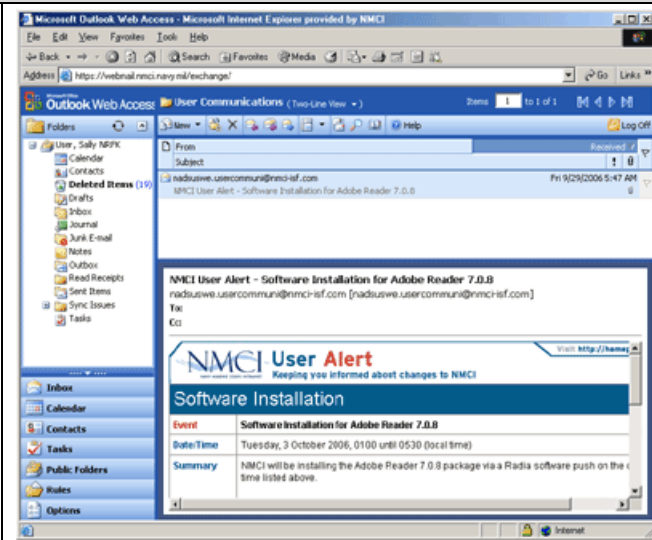
Steps	
1.	<p>Open your Internet Browser (e.g., <b>Internet Explorer, Netscape.</b>). Insert your CAC into the CAC reader. Enter your CAC personal identification number (PIN), if prompted.</p> <p><b>Note:</b> Although other web browsers will work, certain OWA features and functions are available only with Internet Explorer 5.0 or later versions. Using the recommended browser allows you to perform all tasks properly.</p>
2.	<p>Click within the <i>Address</i> field of the browser, and delete the current address. Type the appropriate URL exactly as it appears below:</p> <ul style="list-style-type: none"> <li>Navy users: <a href="https://webmail.nmci.navy.mil">https://webmail.nmci.navy.mil</a></li> <li>Marine Corps users: <a href="https://webmail.nmci.usmc.mil">https://webmail.nmci.usmc.mil</a></li> </ul> <p>Click the <b>Go</b> button or press the <b>Enter</b> key on your keyboard.</p>



Steps	
3.	<p>The <i>Client Authentication</i> or (<i>Choose a Digital Certificate</i>) window appears. Select your Identity Certificate. Click <b>OK</b>.</p> <p><b>Note:</b> If the Public Key Infrastructure (PKI) from your CAC is not loaded into Internet Explorer, refer to the <a href="#">Common Access Card Quick Reference Guide</a>.</p>
	 <p>The dialog box titled "Client Authentication" shows a warning icon and the text: "The Web site you want to view requests identification. Select the certificate to use when connecting." Below this, a list box contains "Smith.Jack 0208879456". At the bottom, there are buttons for "More Info...", "View Certificate...", "OK" (highlighted with a red box), and "Cancel".</p>
4.	<p>The <i>ActivCard ActivClient Login</i> window appears. Enter your CAC PIN when prompted. Click <b>OK</b>.</p>
	 <p>The dialog box titled "ActivCard ActivClient Login" features the ActivClient logo and the text "Built on ActivCard Gold Technology®". It prompts the user to "Please enter your PIN." with a text input field labeled "PIN" containing "XXXXXX". At the bottom, there are buttons for "OK" (highlighted with a red box) and "Cancel".</p>
5.	If the <i>Security Information</i> pop-up screen appears, click <b>Yes</b> .
6.	The <i>Enter Network Password</i> dialog box appears.
7.	<p>In the <i>User Name</i> field, enter your NMCI domain (for example nadsusea, nadsuswe, mcdsus, mcdsjp, or pacom), followed by a backslash and your NMCI user name.</p> <ul style="list-style-type: none"> <li>For example, Jack Smith's user name is <i>jack.smith</i> and his domain is <i>nadsusea</i>. Therefore, Jack types <b>nadsusea\jack.smith</b> in the <i>Domain/User Name</i> field.</li> </ul> <p>If you do not know your NMCI domain, refer to the <a href="#">Five Important Facts about your NMCI Workstation</a> under the <i>Quick Tips</i> section of Getting Started.</p>
8.	In the <i>Password</i> field, enter your NMCI network password. Click <b>OK</b> .

## Steps

9. Wait while you are connected to the mail server. When connected, the main *Microsoft Outlook Web Access* window appears.  
  
For security purposes OWA sessions will time out after fifteen (15) minutes of inactivity. Should your session time out, simply log on again.







## 3.2 Logging Out of OWA

You must end your e-mail session by closing all e-mail files, logging out of the OWA session, clearing the web browser cache, closing all browser windows, and turning off the workstation. *Sleep* and *Standby* modes are not acceptable.

To log out of OWA, perform the steps in Table 2.

**Table 2: Logging Out of OWA**

Steps			
1.	Close all e-mail files.		
2.	Click <b>Log Off</b> from the <i>Outlook Web Access</i> window to terminate your OWA session.		
3.	<b>Note:</b> Do not close the <i>Outlook Web Access Log Off</i> window at this point.		
Perform one of the sets of steps below, based on your web browser, to clear the web browser cache from your workstation and close all web browser windows.			
Internet Explorer 6		Internet Explorer 7	Netscape
4.	Open the <b>Tools</b> menu. Select <b>Internet Options....</b>	Open the <b>Tools</b> menu and select <b>Internet Options....</b> From the <i>General</i> tab, click <b>Delete...</b> under the <i>Temporary Internet Files</i> heading.	Open the <b>Edit</b> menu. Select <b>Preferences</b> . Click the “+” next to <i>Advanced</i> to expand the menu.
5.	From the <i>General</i> tab, click <b>Delete Files...</b> under <i>Temporary Internet Files</i> .	From the <i>Delete Browsing History</i> window, select <b>Delete files....</b> At the <i>Delete Files</i> window, click <b>Yes</b> .	Click <b>Cache</b> . Click <b>Clear Disk Cache</b> . At the <i>Disk Cache</i> pop-up window, click <b>OK</b> .

Steps			
6.	From the <i>Delete Files</i> pop-up window, select <b>Delete all offline content</b> , if desired. Click <b>OK</b> .	From the <i>Delete Browsing History</i> window, click <b>Close</b> .	Click <b>Clear Memory Cache</b> . At the <i>Memory Cache</i> pop-up window, click <b>OK</b> .
7.	Click <b>OK</b> to exit <i>Internet Options</i> .	Click <b>OK</b> to exit <i>Internet Options</i> .	Click <b>OK</b> to exit <i>Preferences</i> .
8.	From the web browser menu click <b>File   Close</b> .	Click <b>Close</b> to close the <i>Outlook Web Access</i> window.	From the web browser menu click <b>File   Close</b> .
9.	Close all of the web browser windows to securely log out of OWA.  <b>Note:</b> You must close all web browser windows to securely log out of OWA. For additional details, refer to the <a href="#">Navy policy</a> or the <a href="#">Marine Corps policy</a> regarding OWA usage.		
10.	If this <i>Microsoft Internet Explorer</i> message window appears, click <b>Yes</b> .		
11.	At the <i>Outlook Web Access</i> window, click <b>Close</b> .		
12.	Immediately turn off your workstation. <i>Sleep</i> and <i>Standby</i> modes are not acceptable.		

## 4. RESETTING YOUR NMCI NETWORK PASSWORD

There are two preferred methods for resetting your NMCI network password, which are performed while you are logged in to an NMCI seat with your CAC in order to authenticate your identity.

### 4.1 Reset Your Network Password

If you want or are prompted to change your password, perform the steps in Table 3.

**Table 3: Resetting your NMCI Network Password**

Steps	
1.	Connect your laptop to a docking station or port replicator. Log on to the NMCI network.
2.	Press <b>Ctrl + Alt + Delete</b> . The <i>Windows Security</i> window appears. Click <b>Change Password</b> .
3.	<p>In the <i>Old Password</i>: field, enter your existing NMCI password.</p> <p>In the <i>New Password</i>: field, enter your new password.</p> <p>In the <i>Confirm New Password</i>: field, re-enter your new password.</p> <p><b>Note:</b> Your Electronic Data Interchange Personnel Identifier (EDIPI) displays in the <i>User Name</i> field if you have logged on with your CAC. This still changes your NMCI network password; it has no effect on your CAC.</p>
4.	Click <b>OK</b> .
For additional information on changing your NMCI password through Windows, refer to <a href="#">Password Tips for RAS Users</a> within the <i>Training</i> section of Homeport.	

### 4.2 Automated Password Reset

The Automated Password Reset (APR) web site enables you to reset your NMCI network password, used for services such as OWA and remote network access, using your CAC. The APR web site is available at <https://pwdreset.nads.navy.mil> from a Navy seat or <https://pwdreset.mcds.usmc.mil> from a Marine Corps seat. Refer to the [Automated Password Reset Quick Reference Guide](#) for complete instructions.

Please note that this tool cannot be used to change the PIN associated with your CAC. You should only use the APR web site to reset your password if you have forgotten your NMCI network password. You should not use either of these two sites for routine password changes.


## 4.3 Reset Password via OWA

Should it become necessary, you can reset your NMCI network password through OWA, although, it is not the preferred method.

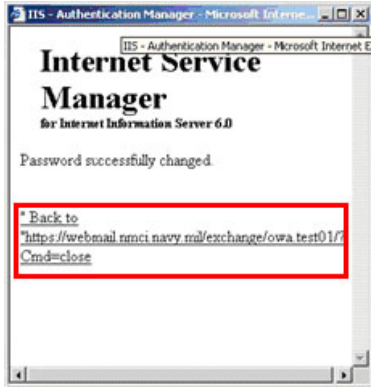
**Note:** After you change your password through OWA, your network password has been changed.

To change your network password through NMCI OWA, perform the following steps in Table 4.

**Table 4: Resetting your NMCI Network Password via OWA**

Steps	
1.	Under <i>Folder List</i> , click <b>Options</b> . Scroll to the <i>Password</i> section. Click <b>Change Password</b> .
2.	<div> <p>In the <i>Internet Service Manager</i> window, enter the following information in to the appropriate fields:</p> <ul style="list-style-type: none"> <li><i>Domain</i>: (nadsusea, nadsuswe, mcdsus, mcdsjp, or pacom). (If you do not know your NMCI domain, refer to the <a href="#">Five Important Facts about your NMCI Workstation</a> under the <i>Quick Tips</i> section of Getting Started.)</li> <li><i>Account</i>: Enter your NMCI user name (i.e., Jack.Smith).</li> <li><i>Old password</i>: Enter your current NMCI network password.</li> <li><i>New password</i>: Enter your new NMCI network password.</li> <li><i>Confirm new password</i>: Enter your new NMCI network password again.</li> </ul> </div> <div>  </div>
3.	When creating your new NMCI network password, your password must follow the NMCI password requirements located on Homeport. For detailed instructions, refer to: <a href="https://www.homeport.navy.mil/training/accounts/requirements/">https://www.homeport.navy.mil/training/accounts/requirements/</a> .
4.	Once all of the fields are complete, click <b>OK</b> .



Steps		
5.	<p>A <i>Password successfully changed</i> message appears if the reset was successful.</p> <p>Click the <b>Back to</b> link displayed in the window to return to your NMCI OWA session.</p>	

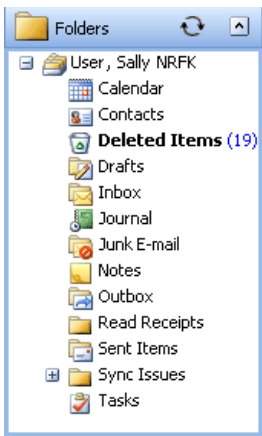
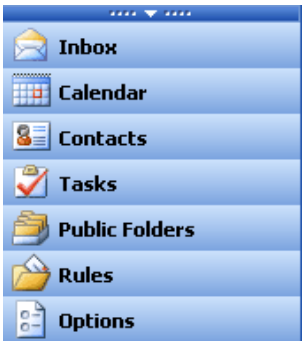
## 5. MAIN OWA WINDOW

This section describes the main OWA window features.

### 5.1 Viewing Folders and Shortcuts

To view the folders and shortcuts, perform the steps in Table 5.

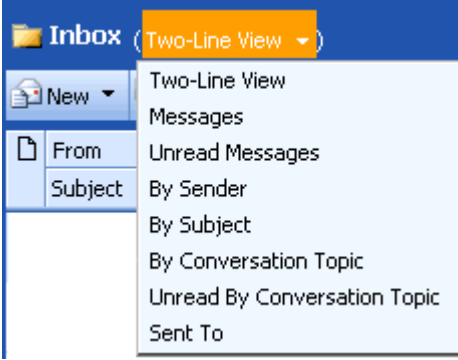
**Table 5: Viewing Folders and Shortcuts**

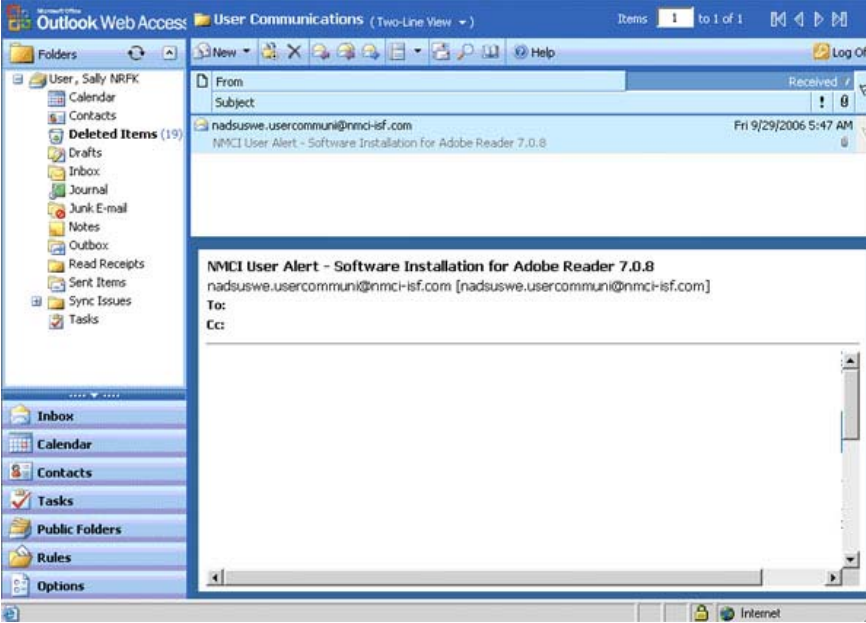
Steps		
1.	The left side of the main window includes the <i>Folder List</i> and a <i>Button Bar</i> .	
2.	<p>To view the <i>Folder List</i>, click <b>Folders</b>.</p> <p>The <i>Folders List</i> contains all folders stored on the exchange server. Any subfolders created on the exchange server are displayed as well.</p> <p><b>Note:</b> Personal folders (PST files) will not be viewable.</p>	
3.	<p><i>Inbox</i>, <i>Calendar</i>, <i>Contacts</i>, <i>Options</i>, and any <i>Public Folders</i> that the user has permissions to can be accessed from the <i>Button Bar</i>.</p>	

## 5.2 Changing Message Views

To change the message views, perform the steps in Table 6.

**Table 6: Changing Message Views**


Steps		
1.	The OWA toolbar includes a <i>View</i> field, which allows the user to change the way messages are viewed.	
2.	<p>From the <i>View</i> field, select a view from the drop-down list of options.</p> <p>The <i>View</i> option selected will be applied to the folder currently being viewed.</p>	<p>The following are the options to choose from in the <i>View</i> field:</p> <p><i>Two-Line View</i> – Displays the first two lines of the messages in the folder.</p> <p><i>Messages</i> - Displays all messages in the folder.</p> <p><i>Unread Messages</i> - Displays messages that have not been read.</p> <p><i>By Sender</i> - Lists messages by sender.</p> <p><i>By Subject</i> - Lists messages by subject.</p> <p><i>By Conversation Topic</i> - Lists messages by topic.</p> <p><i>Unread By Conversation Topic</i> - Displays messages (that have not been read) by topic.</p> <p><i>Sent To</i> - Displays messages to the person(s) which the e-mail was sent.</p>

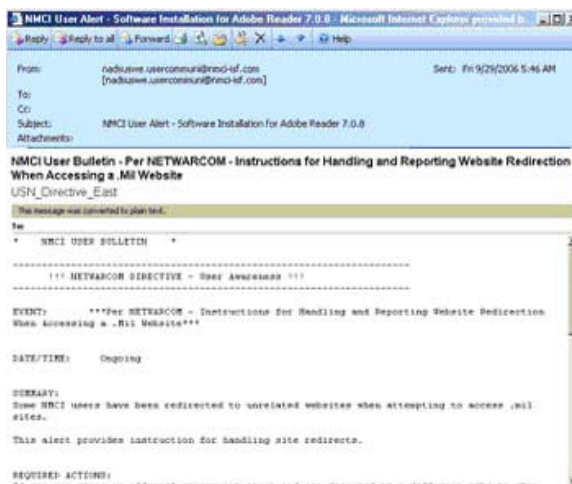
Steps		
3.	<p>Select the group of messages to be viewed by clicking the <i>Sender</i>, <i>Subject</i>, or <i>Conversation Topic</i> column.</p> <p>The list of messages under the selected item displays.</p>	 <p>The screenshot shows the Outlook Web Access interface. On the left is a navigation pane with folders like 'User, Sally NREF', 'Calendar', 'Contacts', 'Deleted Items (19)', 'Drafts', 'Inbox', 'Journal', 'Junk E-mail', 'Notes', 'Outbox', 'Read Receipts', 'Sent Items', 'Sync Issues', and 'Tasks'. Below this is a secondary navigation pane with 'Inbox', 'Calendar', 'Contacts', 'Tasks', 'Public Folders', 'Rules', and 'Options'. The main area is titled 'User Communications (Two-Line View)' and shows a list of messages. The selected message is from 'nadsuswe.usercommuni@nmci-isf.com' with the subject 'NMCI User Alert - Software Installation for Adobe Reader 7.0.8', received on 'Fri 9/29/2006 5:47 AM'. The message body shows the subject line and the email address in the 'To:' and 'Cc:' fields.</p> <p>This is an example of messages listed by time <i>Received</i>. Other options are to view messages by: <i>Conversation Topic</i>, <i>Subject</i>, and <i>Unread By Conversation Topic</i> in <i>Two-Line View</i>.</p>

## 6. ACCESSING E-MAIL MESSAGES

To access e-mail messages, perform the steps in Table 7.

**Table 7: Accessing E-mail Messages**

Steps	
1.	The user can check for new e-mail during any OWA session.
2.	<p>Click the <b>Check for New Messages</b> icon.</p> <p>Any new messages are displayed in the user's <i>Inbox</i>. New messages display in a bold font until they are opened.</p>
3.	<p>To read a message, double-click on the message.</p> <p>After reading the message, click <b>Close</b> (X).</p>
<p><b>Note:</b> To view an open message as a web page, click the <b>View As Web Page</b> link above the message field. </p> <p><b>Note:</b> Do not use the <i>Reading Pane</i> option to view messages in OWA.</p>	




## 7. MAINTENANCE TASKS

OWA allows the user to view, read, and respond to messages by accessing the user's NMCI e-mail account through the Internet. When using OWA, the same e-mail account accessed through Microsoft Outlook on the NMCI seat is used. The user's account has a 50 MB limit on the NMCI Exchange e-mail server. To manage the limited space available, delete any unwanted items and frequently empty the *Deleted Items* folder.

### 7.1 Deleting E-Mail Messages

To delete e-mail messages, perform the step in Table 8.

**Table 8: Deleting E-Mail Messages**

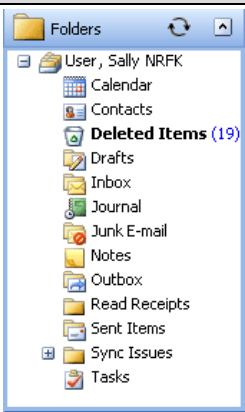

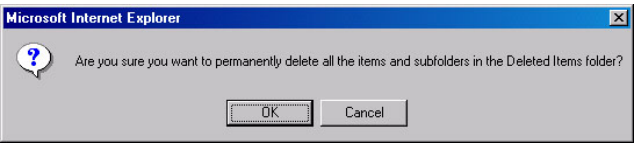
Steps		
1.	<p>Locate and click the message to be deleted.</p> <p>Click <b>Delete</b>.</p> <p>This moves the message to the <i>Deleted Items</i> folder. It does not delete it from the 50 MB limit. It must also be deleted from the <i>Deleted Items</i> folder to reduce the size of the mailbox.</p>	

## 7.2 Permanently Deleting E-mail Messages

When deleting a message, it is moved to the *Deleted Items* folder, but it is not permanently removed from the mail server. To permanently delete messages from the mail server, the *Deleted Items* folder must be emptied.

To permanently delete e-mail messages from the *Deleted Items* folder, perform the steps in Table 9.

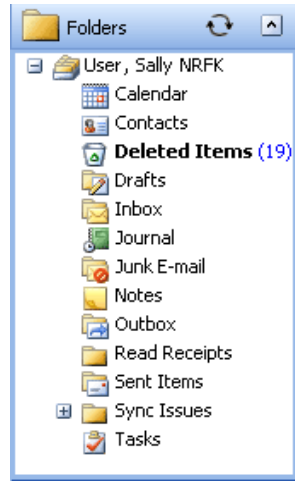

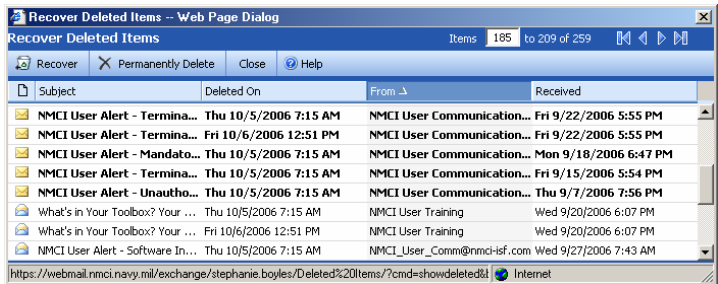
**Table 9: Permanently Deleting E-Mail Messages**

Steps		
1.	Click the <b>Deleted Items</b> folder.	
2.	Click the <b>Empty Deleted Items</b> icon.	
3.	A <i>Microsoft Internet Explorer</i> confirmation window appears asking the user to confirm the deletion. Click <b>OK</b> .	

## 7.3 Restoring Deleted E-mail Messages

To restore deleted e-mail messages, perform the steps in Table 10.

**Table 10: Restoring Deleted E-mail Messages**

Steps		
1.	<p>Click <b>Deleted Items</b>.</p> <p>The contents of the <i>Deleted Items</i> folder are displayed.</p>	
2.	<p>Click the <b>Recover Deleted Items</b> icon.</p>	
3.	<p>The <i>Recover Deleted Items</i> window displays. Click the message(s) to recover.</p> <p>Click <b>Recover</b>.</p> <p>The recovered message(s) are moved to the <i>Deleted Items</i> folder.</p> <p>Click <b>Close</b>.</p>	





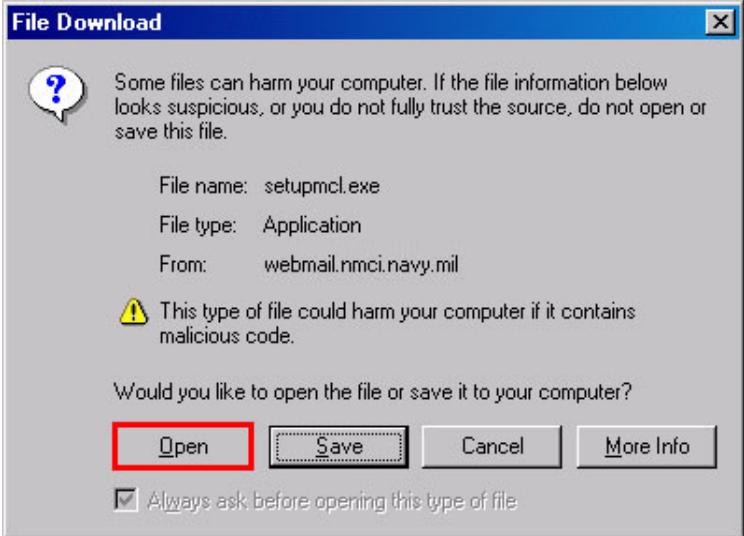
## 8. E-MAIL MESSAGE BASICS

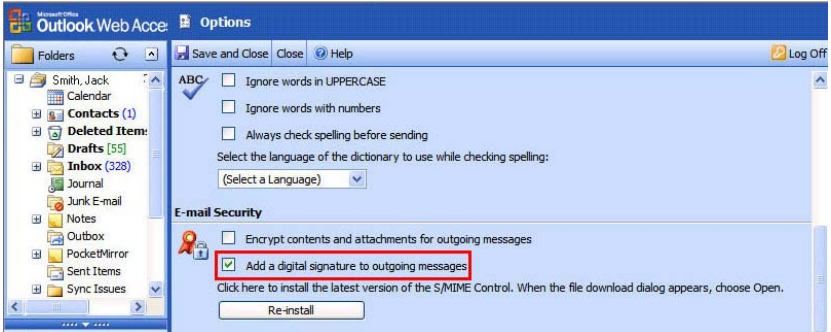

In order to use OWA to send signed, encrypted or signed and encrypted e-mail messages, users must download the S/MIME control option. Signing of e-mail is required per NTD 07-06 for Navy and per 171415Z May 04 PKI for Marine Corps.

### 8.1 Downloading the S/MIME Control Option

To download the S/MIME control option, perform the steps in Table 11.

**Table 11: Downloading S/MIME Control Option**


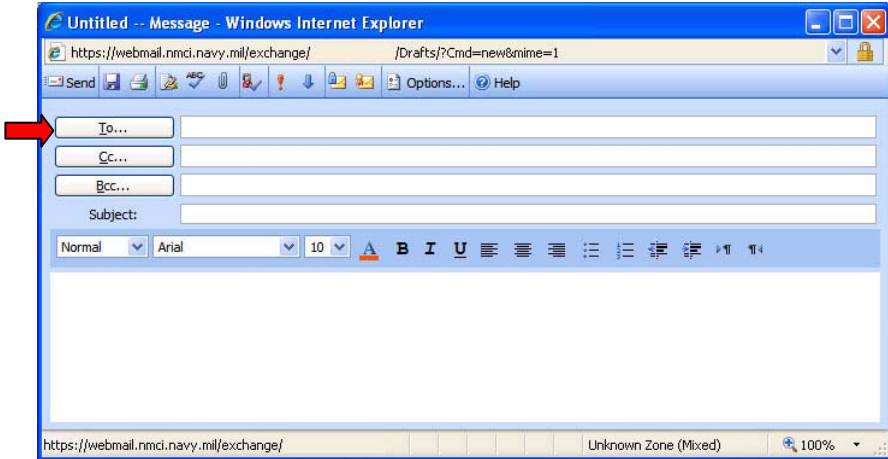
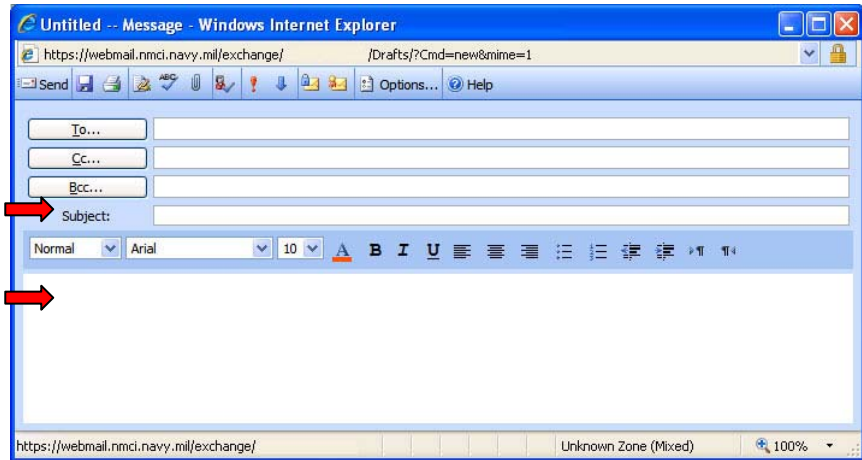
Steps	
1.	Log in to <b>Outlook Web Access</b> .
2.	Click <b>Options</b> on the <i>Button Bar</i> . 
3.	From the <i>Options</i> window, scroll down to <i>E-mail Security</i> . Click <b>Download</b> . 
4.	At the <i>File Download</i> dialog window, click <b>Open</b> . 

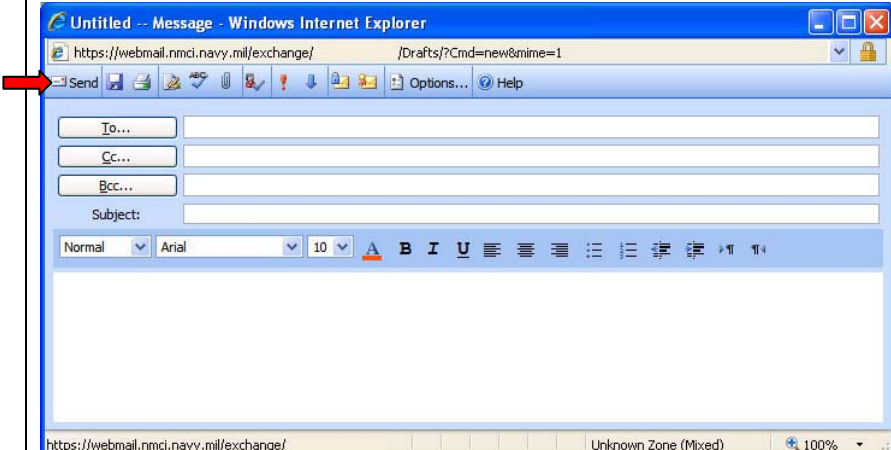
Steps		
5.	At the <i>File Download - Security Warning</i> dialog window, click <b>Run</b> .	
6.	<p>When the download is complete, you are returned to the <i>Options</i> page.</p> <p>Under the <i>E-mail Security</i> subheading, click the checkbox next to <i>Add a digital signature to outgoing messages</i>, to set the default for all draft outgoing e-mail messages.</p>	
7.	Click <b>Inbox</b> on the <i>Button Bar</i> to create an S/MIME enabled e-mail message.	

## 8.2 Creating a New E-mail Message

To create a new e-mail message, perform the steps in Table 12.


**Table 12: Creating a New E-mail Message**

Steps		
1.	Click <b>New</b> .	
2.	The <i>Untitled – Message</i> window appears. In the <i>To...</i> , <i>Cc...</i> , or <i>Bcc...</i> fields, type the display name(s) or e-mail addresses of the recipient(s).	
<p><b>Note:</b> The display name is the name that appears when an e-mail is sent from an individual's NMCI mail account. The display name format is typically last name, first name. If a person's display name or e-mail address is unknown, search the Global Address List (GAL).</p>		
3.	In the <i>Subject:</i> field, type a short description of the message. In the <i>Message</i> box, type the body of the message.	
<p><b>Note:</b> There are additional tasks to perform before sending a message. For example, a message should be <i>signed</i> or <i>encrypted</i> and the message <i>Sensitivity</i> level can be marked as <i>Normal</i>, <i>Personal</i>, <i>Private</i> or <i>Confidential</i>. For more information, go to Table 13: Sending a Signed E-mail Message, Table 14: Sending an Encrypted E-mail Message, or Table 19: Marking an E-mail Message as Important or Sensitive.</p>		

Steps	
<p>4. To send the message to the individual(s) specified, click <b>Send</b>.</p>	 <p>The screenshot shows a web browser window titled 'Untitled -- Message - Windows Internet Explorer'. The address bar displays 'https://webmail.nmci.navy.mil/exchange/'. The toolbar includes a 'Send' button, which is highlighted by a red arrow. Below the toolbar are input fields for 'To...', 'Cc...', 'Bcc...', and 'Subject:'. A rich text editor with various formatting options (bold, italic, underline, etc.) is visible below the input fields. The status bar at the bottom shows 'https://webmail.nmci.navy.mil/exchange/' and 'Unknown Zone (Mixed)'.</p>

Inserting a signature into an e-mail message does not protect the information. If you want the information protected you must sign the e-mail message. Signing reassures the recipient that you are in fact the individual sending the message and that someone else did not “spoof” your e-mail address.

To send a signed e-mail message, ensure that you have downloaded the S/MIME control option, and then perform the steps in Table 13.

Steps	
1.	Click <b>New</b> to compose a message.
2.	Add a recipient(s) for the message and fill out the message fields.
3.	<div> <p>On the toolbar, click the <b>Add digital signature to this message</b> icon. (The yellow envelope with the red ribbon.)</p>  </div>
4.	Click <b>Send</b> .

## 8.4 Sending Encrypted E-mail Messages

To ensure that the information contained within the e-mail message is protected, you must encrypt the message. Ensure that the message is not sent as “plain text”, since a plain text message will not be a protected or encrypted e-mail message.

To send an encrypted e-mail message, ensure that you have downloaded the S/MIME control option, and then perform the steps in Table 14.

**Table 14: Sending an Encrypted E-mail Message**

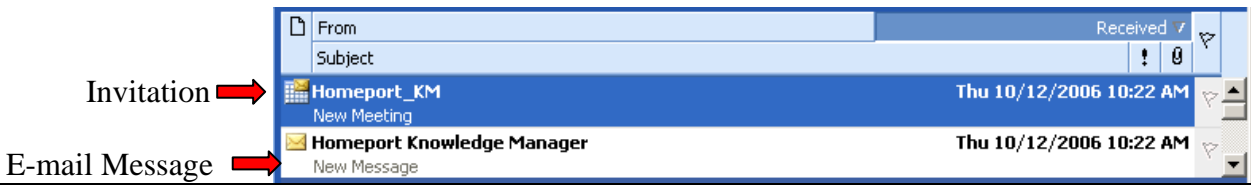

Steps	
1.	Click <b>New</b> to compose a message.
2.	Add a recipient(s) for the message and fill out the message fields.
3.	On the toolbar, click the <b>Encrypt message contents and attachments</b> icon. (The yellow envelope with a blue padlock.)
4.	Click <b>Send</b> .



## 8.5 Replying to an E-mail Message

To reply to an e-mail message, perform the steps in Table 15.


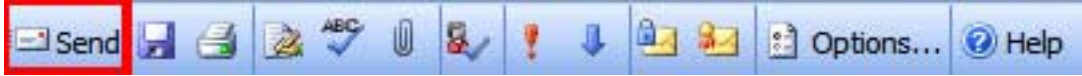
**Table 15: Replying to an E-mail Message**

Steps	
<p><b>Note:</b> These procedures should not be used to reply to a meeting invitation. The exhibit below displays a meeting invitation icon and a regular e-mail icon so that the user can tell the difference between the two types of messages. To reply to a meeting invitation, perform the steps in Table 32: Accepting and Declining an Invitation.</p>	
	
1.	Double-click the message in which to reply. The message opens in a new window.
2.	<p>To reply to only the individual who sent the message, click <b>Reply</b>.</p> <p>To reply to all the individuals addressed in the original message, click <b>Reply to all</b>.</p> 
3.	A new message window appears with the recipient name(s) in the <i>To...</i> and/or the <i>Cc...</i> field. The original subject line is preceded by <i>RE:</i> (regarding). In the <i>Message</i> field, type the message and click <b>Send</b> . The message is sent to the specified individual(s).

## 8.6 Forwarding an E-mail Message

To forward an e-mail message, perform the steps in Table 16.

**Table 16: Forwarding an E-mail Message**

Steps	
1.	Double-click the message to be forwarded. The message opens in a new window.
2.	Click <b>Forward</b> . A copy of the message displays in a new window. 
3.	In the <i>To...</i> field, type the display name or e-mail address of the person(s) to receive the message. If text needs to be added to the original message, type the text in the message field.
4.	Click <b>Send</b> . The message is forwarded to the specified individual(s). 



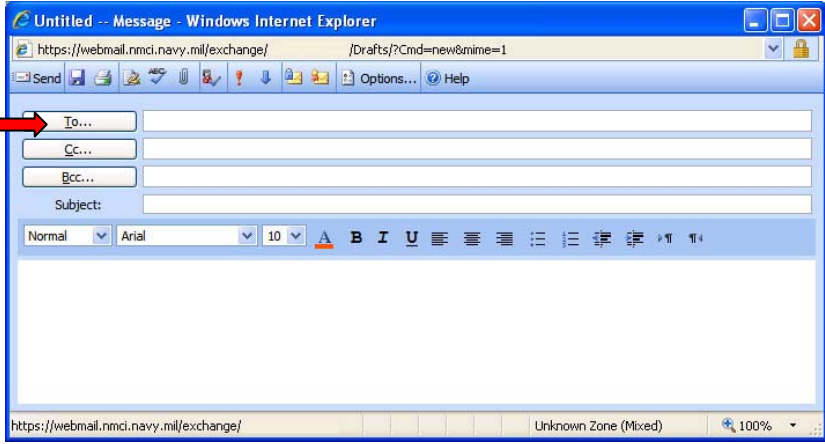
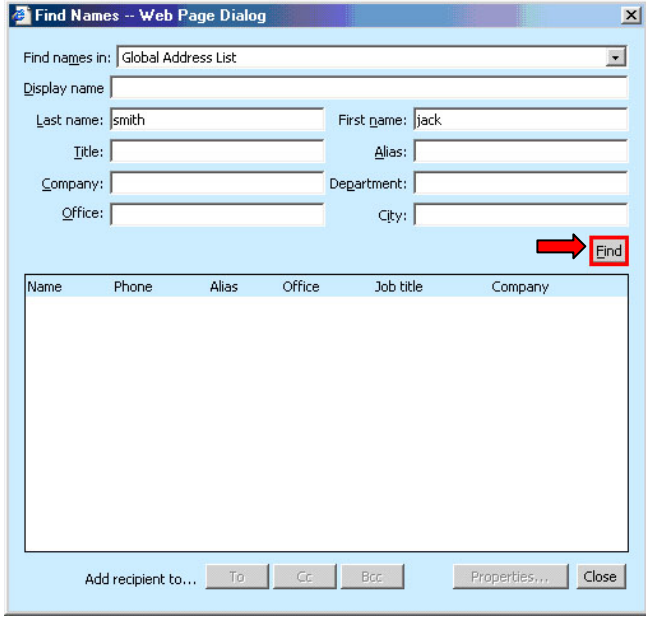
## 9. SEARCHING FOR RECIPIENTS

OWA includes a *Find Names* feature that allows a user to search for another user's e-mail address in the GAL or the user's personal *Contacts* list.

### 9.1 Adding Names to E-mail Messages

To add names to an e-mail message, perform the steps in Table 17.

**Table 17: Adding Names to E-mail Messages**

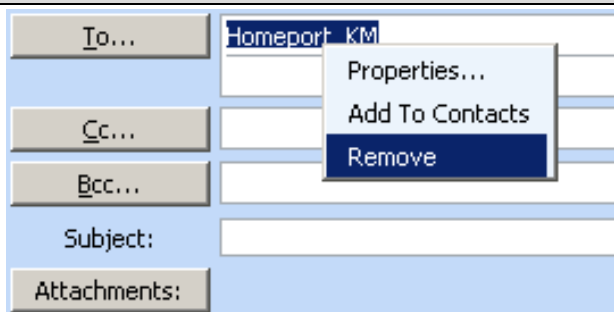
Steps	
1. Within an e-mail message, click <b>To....</b>	
<p>2. The <i>Find Names – Web Page Dialog</i> window appears. Click in a field and type the corresponding information.</p> <p>Click <b>Find</b>. The search results display in the lower portion of the window.</p> <p><b>Note:</b> If more than one name appears in the window, carefully review the information for each individual to identify the correct person to receive the message.</p>	

Steps										
3.	<p>Click the name.</p> <p>To add the person to the field; click <b>To</b>, <b>Cc</b>, or <b>Bcc</b>.</p> <p>When completed, click <b>Close</b>.</p>	<div><div>Add recipient to...</div><div>To</div><div>Cc</div><div>Bcc</div><div>Properties...</div><div>Close</div></div> <table><thead><tr><th>Field</th><th>Function</th></tr></thead><tbody><tr><td><i>To</i></td><td>Adds name to the <i>To...</i> field</td></tr><tr><td><i>Cc</i></td><td>Adds name to the <i>Cc...</i> field</td></tr><tr><td><i>Bcc</i></td><td>Adds name to the <i>Bcc...</i> field</td></tr></tbody></table>	Field	Function	<i>To</i>	Adds name to the <i>To...</i> field	<i>Cc</i>	Adds name to the <i>Cc...</i> field	<i>Bcc</i>	Adds name to the <i>Bcc...</i> field
Field	Function									
<i>To</i>	Adds name to the <i>To...</i> field									
<i>Cc</i>	Adds name to the <i>Cc...</i> field									
<i>Bcc</i>	Adds name to the <i>Bcc...</i> field									

## 9.2 Removing Names from E-mail Messages

To remove names from e-mail messages, perform the step in Table 18.

**Table 18: Removing Names from E-mail Messages**

Steps		
1.	<p>Right-click the name of the person to be removed.</p> <p>Select <b>Remove</b>.</p> <p>The name is removed from the field.</p>	


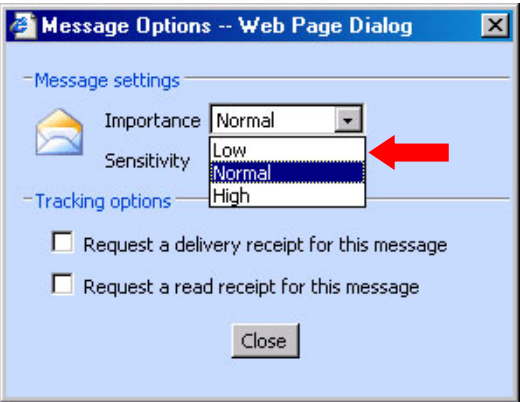
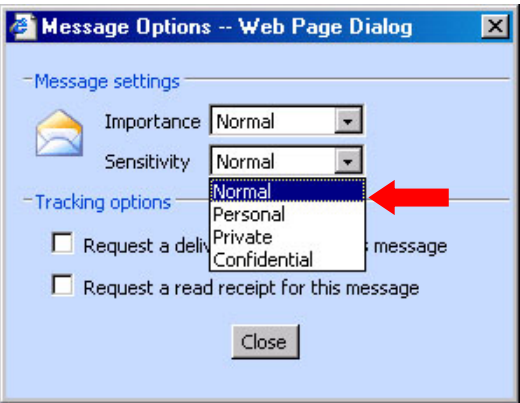
## 10. APPLYING OPTIONS TO AN E-MAIL MESSAGE


This section describes how to apply different options to e-mail messages before sending them.

### 10.1 Marking an E-mail Message as Important or Sensitive

A message can be marked as important or sensitive, which allows the recipient to properly handle the message after receipt. To mark an e-mail message as important or sensitive, perform the steps in Table 19.

**Table 19: Marking an E-mail Message as Important or Sensitive**

Steps	
1. Create a new message.	
2. Click <b>Options...</b>	
3. The <i>Message Options – Web Page Dialog</i> window appears.  Under <i>Message settings</i> , in the <i>Importance</i> drop-down list, select the desired message importance level.	
4. Under <i>Message settings</i> , in the <i>Sensitivity</i> drop-down list, select the desired message sensitivity level.  Click <b>Close</b> .	

Steps	
<p><b>Note:</b> When composing a message in OWA it does not display the <i>Sensitivity</i> field. However, recipients can see the <i>Sensitivity</i> field in Microsoft Outlook only if they have customized their current view in Microsoft Outlook to display the <i>Sensitivity</i> field.</p>	
	

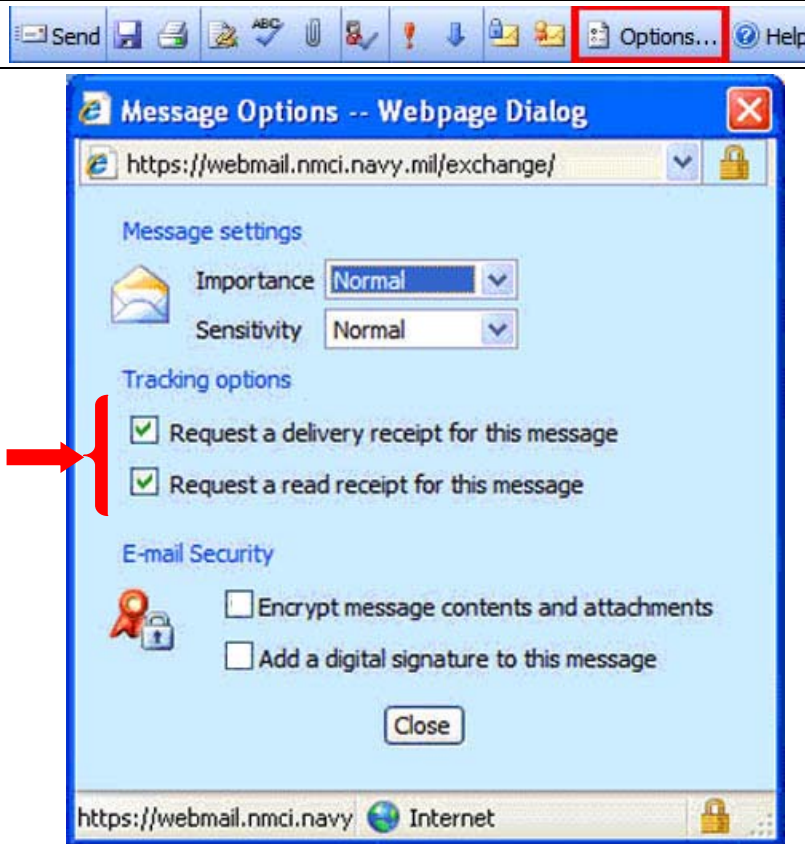
## 10.2 Setting Up Notification Messages

OWA can be customized to notify the user when an e-mail message is delivered or read by the recipient(s).

To set up notification messages, perform the steps in Table 20.

**Table 20: Setting Up Notification Messages**

Steps	
1.	Create a new message.
2.	Click <b>Options....</b>
3.	<p>The <i>Message Options – Webpage Dialog</i> window appears.</p> <p>Under <i>Tracking options</i>, click a checkbox as follows:</p> <ul style="list-style-type: none"> <li>Click <b>Request a delivery receipt for this message</b> to be notified when the recipient receives the message.</li> <li>Click <b>Request a read receipt for this message</b> to be notified when the recipient actually reads the message.</li> </ul>
4.	Click <b>Close</b> .


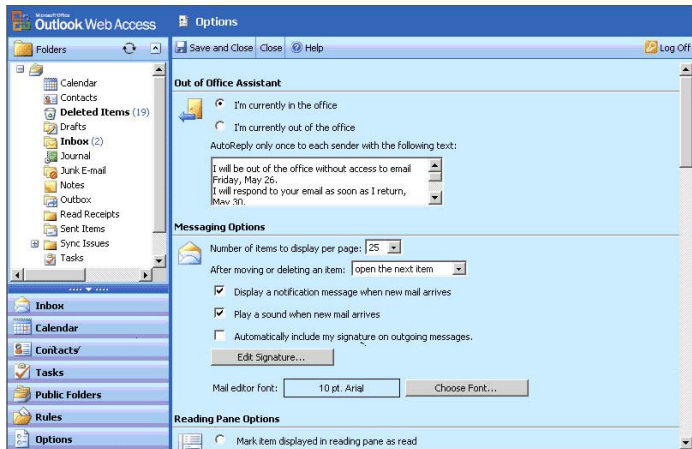
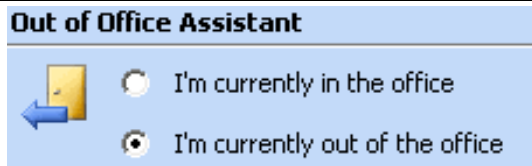
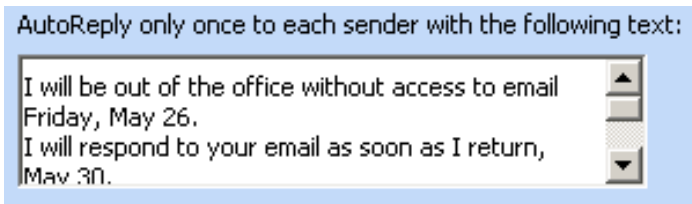


## 10.3 Creating an Automatic Reply Message

OWA can be prompted to automatically reply to messages when the user is out of the office.

To create an automatic reply message, perform the steps in Table 21.

**Table 21: Creating an Automatic Reply Message**

Steps		
1.	Click <b>Options</b> .	
2.	The <i>Options</i> window appears.	
3.	Under <i>Out of Office Assistant</i> , click to select the <b>I'm currently out of the office</b> radio button.	
4.	In the <i>Message</i> window, type the response that you want automatically sent to peers. Click <b>Save and Close</b> .  The message is saved and the <i>Options</i> window closes. The typed response is automatically sent to anyone who sends a message while the user is out of the office.	

Steps	
5.	To turn off the <i>Out of Office Assistant</i> , return to the <i>Options</i> window, click the <b>I'm currently in the office</b> radio button then <b>Save and Close</b> .

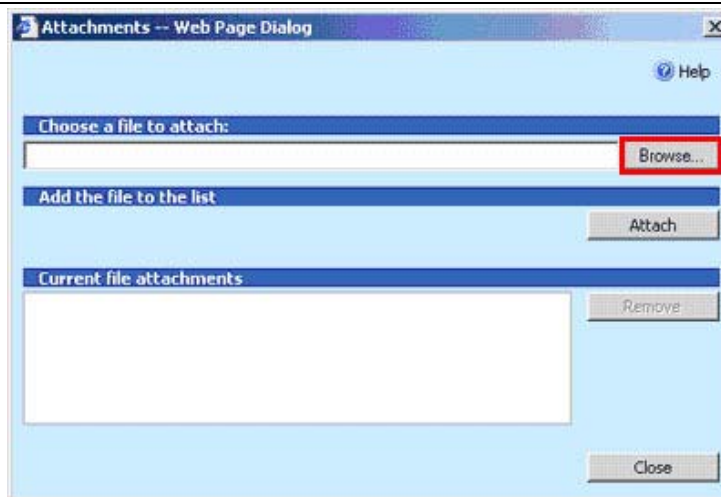
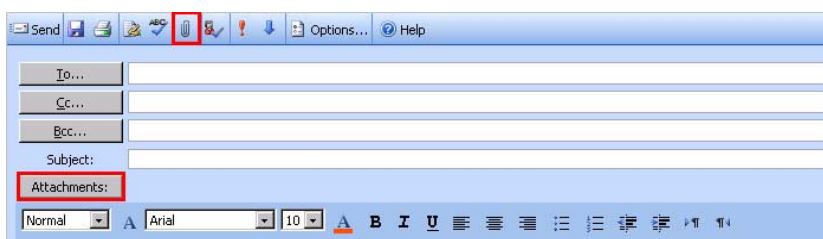
## 10.4 Adding an Attachment to an E-mail Message

OWA allows a user to add an attachment to the e-mail message. However, before beginning, the path of the file must be known. The path is the drive letter, folder, and subfolder(s) that contain the file.

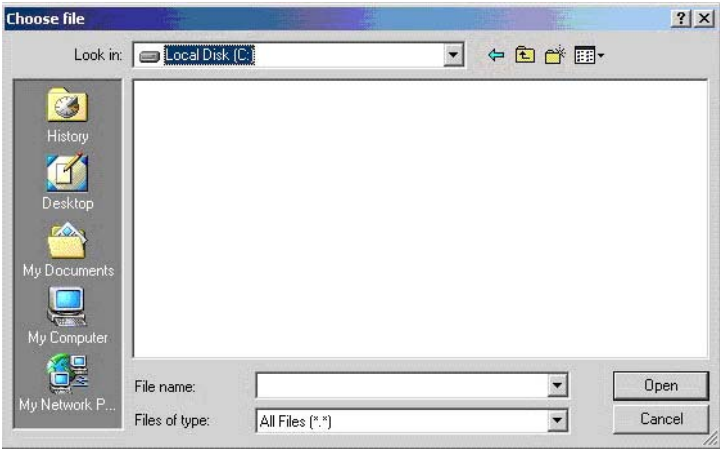
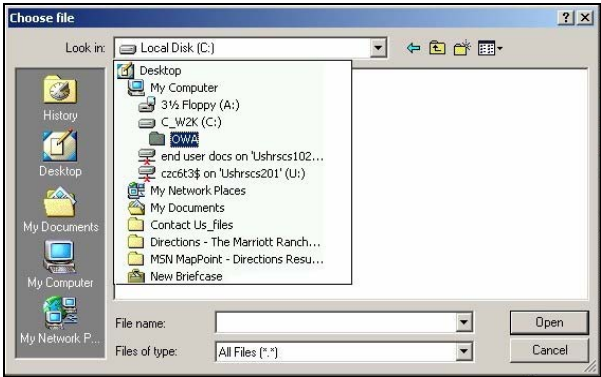
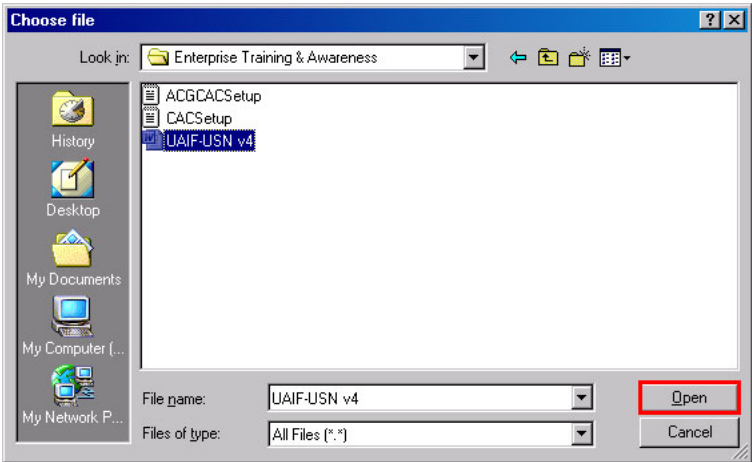
To add an attachment to an e-mail message, perform the steps in Table 22.

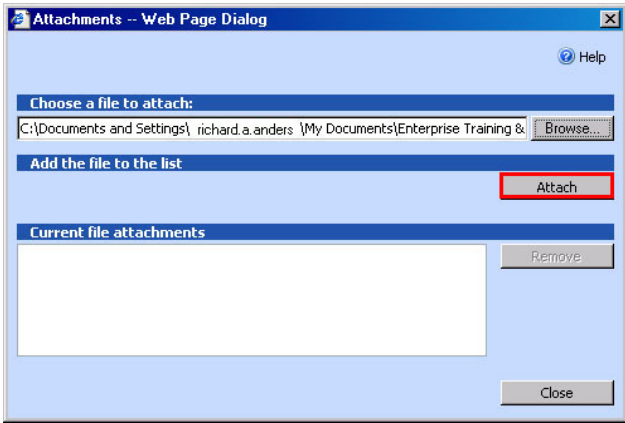
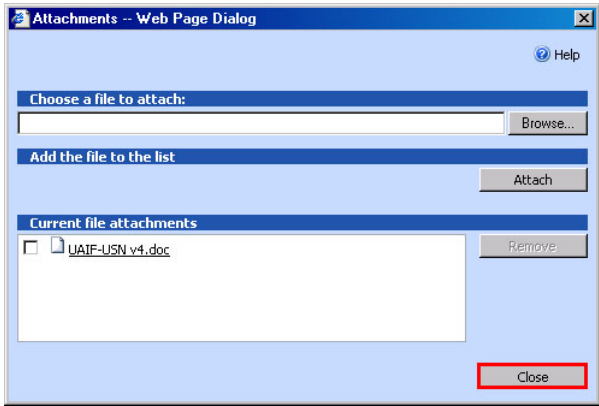
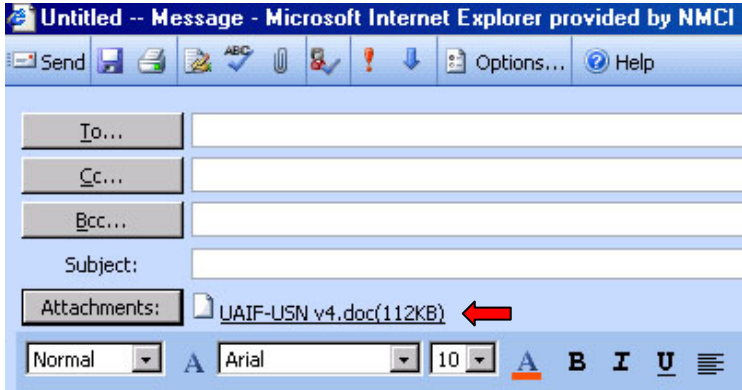
**Table 22: Adding an Attachment to an E-mail Message**

Steps	
1.	Create a new message.
2.	Click either the <b>Attachments:</b> button or the <b>Insert File</b> toolbar button. (The paper clip).
3.	The <i>Attachments – Web Page Dialog</i> window appears. Click <b>Browse....</b>





Steps		
4.	The <i>Choose file</i> window appears.	
5.	In the <i>Look in:</i> drop-down list, locate the file to attach to the message.	
6.	Click the file to attach to the message. Click <b>Open</b> .	

Steps		
7.	<p>The path and name of the file is displayed in the <i>Choose a file to attach:</i> field.</p> <p>Click <b>Attach</b>.</p>	
8.	<p>The file is moved to <i>Current file attachments</i> at the bottom of the window.</p> <p>After the file displays in the <i>Current file attachments</i> window, click <b>Close</b>.</p>	
9.	<p>The attachment is added to the message.</p>	



## 11. USING THE OWA CALENDAR

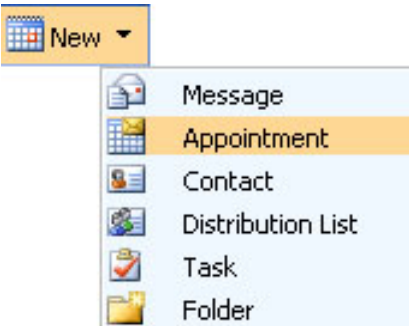
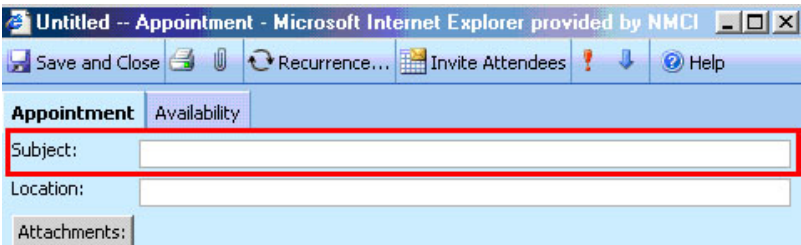
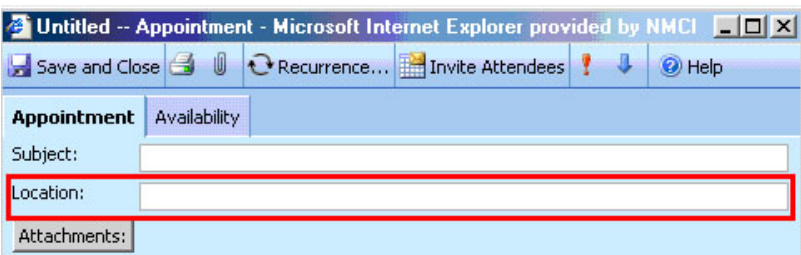
This section describes how to use the OWA calendar.

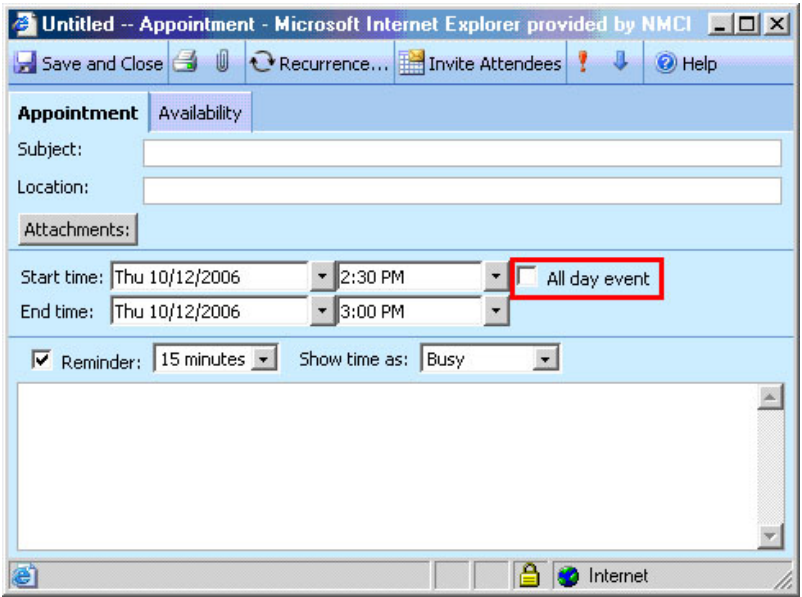
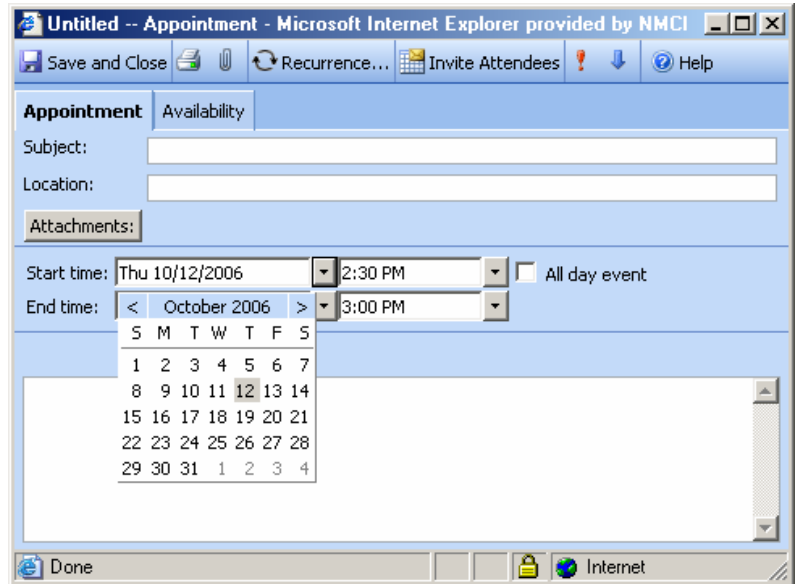
### 11.1 Scheduling an Appointment

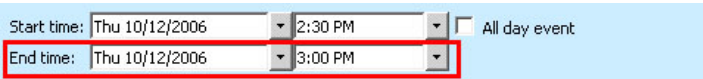
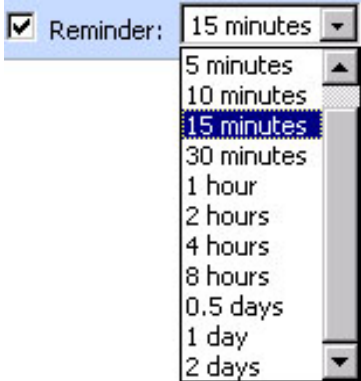
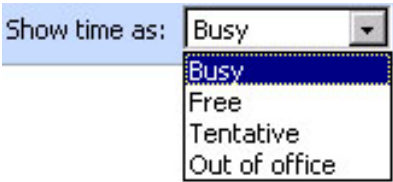
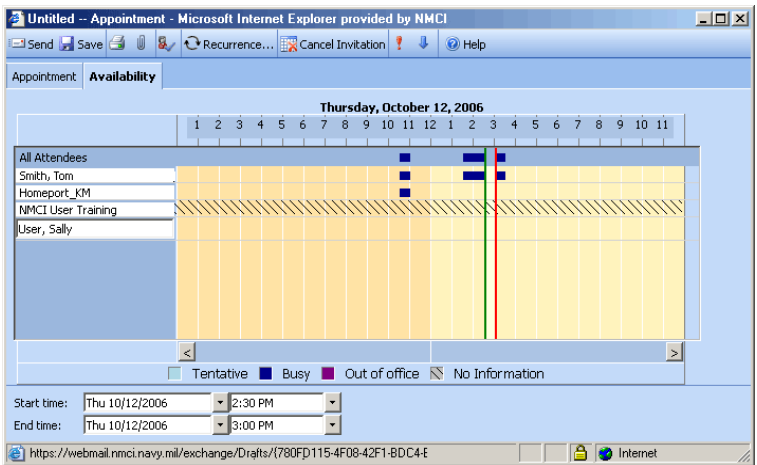
OWA allows the user to schedule appointments or create reminders to ensure that important dates, meetings, etc. are not forgotten. Group meetings and invitations sent to the attendees can also be created.

To schedule an appointment, perform the steps in Table 23.

**Table 23: Scheduling an Appointment**

Steps		
1.	Click the down arrow beside <i>New</i> . Click <b>Appointment</b> .	
2.	In the <i>Subject:</i> field, type a brief description of the appointment.	
3.	In the <i>Location:</i> field, type where the appointment will be held.	

Steps		
4.	<p>If the appointment will last all day, click the <b>All day event</b> checkbox. Otherwise, ensure that the checkbox is empty.</p>	
5.	<p>The <i>Start time:</i> and <i>End time:</i> fields default to the current date and time.</p>	
6.	<p>To adjust the start date and time, click the down arrow at the end of the <i>Start time:</i> field and click the month the appointment is scheduled to begin.</p> <p><b>Note:</b> To change months, click the forward and backward arrows to the left and right of the name of the month.</p> <p>On the calendar, click the date the appointment begins. The selected month and date will be displayed in the <i>Start time:</i> field.</p>	
7.	<p>Click within the <i>Start time:</i> field. Type the time the appointment begins. The entry should be in the following format: HH:MM AM or PM.</p>	
8.	<p>If the appointment will last all day, click the <b>All day event</b> checkbox. If not, click within the <i>Start time:</i> field.</p>	

Steps		
9.	To adjust the end date and time, click the down arrow at the end of the <i>End time:</i> field. On the calendar, click the date the appointment ends. The selected month and day will be displayed in the <i>End Time:</i> field.	
10.	Click within the <i>End time:</i> field. Type the time the appointment ends. The entry should be in the following format: HH:MM AM or PM.	
11.	Click the <b>Reminder</b> checkbox to be reminded prior to the appointment. In the drop-down list, select a reminder time.	
12.	In the <i>Show time as:</i> drop-down list, select the desired option.	
<p><b>Note:</b> When another user checks your availability, they will be able to determine whether you will be out of the office, busy, and so forth, based on the option selected.</p>		
13.	Click <b>Save and Close</b> . The appointment is added to the user's calendar.	

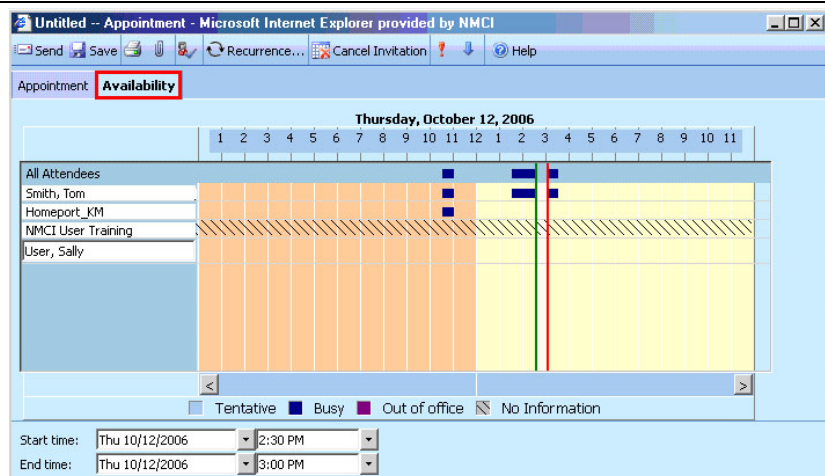
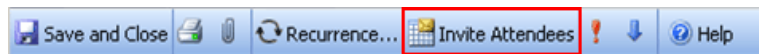
## 11.2 Scheduling and Inviting Individuals to an Appointment

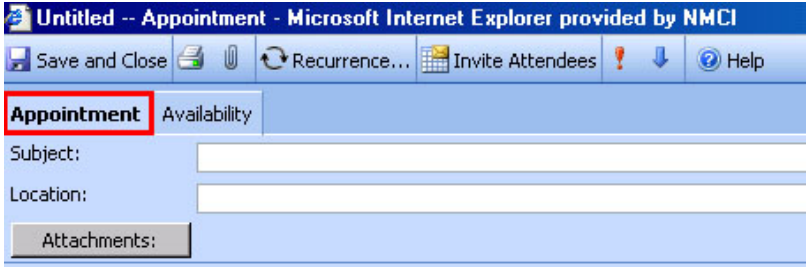
OWA allows the user to schedule meetings, send invitations to participants through e-mail which places the meeting on each participant's calendar when the invitation is accepted or accepted as tentative.

To schedule and invite individuals to an appointment, perform the steps in Table 24.

**Table 24: Scheduling and Inviting Individuals to an Appointment**

Steps	
1.	From the menu, click the down arrow beside <i>New</i> . Select <b>Appointment</b> .
2.	<p>In the <i>Appointment</i> window, click <b>Invite Attendees</b>.</p> <p>Additional fields are added to the window (refer to Table 25: Appointment Fields and Descriptions).</p>
3.	<p>Click the <b>Availability</b> tab.</p>
4.	<p>The <i>Availability</i> window displays the invited attendee's availability. The selected <i>start time</i> for the meeting displays as a green vertical bar and the <i>end time</i> displays as a red vertical bar. To determine an attendee's availability for the meeting, look at the boxes that correspond with the attendee's name. If a box falls within the time frame selected for the meeting, the participant has a conflicting meeting scheduled. Match the color of the conflicting box with the key in the lower portion of the window. If key attendees are busy, a new day and time for the meeting may need to be selected.</p>

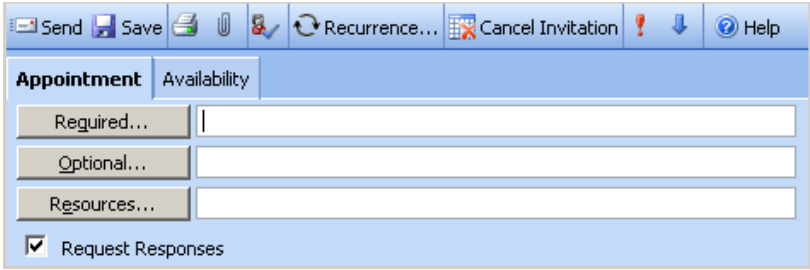


Steps	
5. Click the <b>Appointment</b> tab.	
6. In the <i>Message</i> field, type any additional information needed for the participants with regards to the meeting invitation.	
7. Click <b>Send</b> . The invitation is sent to everyone listed and the appointment is added to the user's calendar. As each user accepts the appointment, it is added to their calendar.	

## 11.3 Appointment Fields and Descriptions

Table 25 describes each appointment field and the action description that accompanies that field. Use this information to add more detail to an appointment.

**Table 25: Appointment Fields and Descriptions**

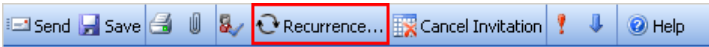
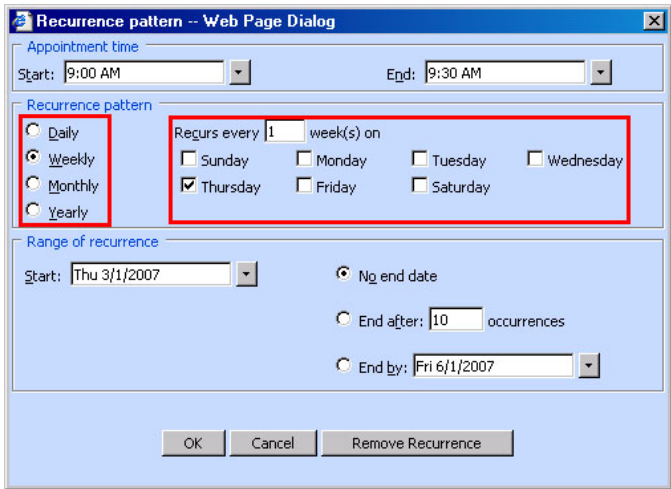
Field Name	Description
<i>Required...</i>	<p>Type the names and e-mail addresses of each attendee required to participate in the appointment.</p> <p>Within the <i>Required...</i> field, type the display name or e-mail address. Enter a semicolon between each entry.</p> <p>OR</p> <p>Click <b>Required...</b> to display the <i>Find Names – Web Page Dialog</i> window to perform a search for the name and e-mail address of the attendee.</p> 
<i>Optional...</i>	Type the names and e-mail addresses of optional attendees, as needed.
<i>Resources...</i>	Type the name or e-mail address of the resource mailbox. When you want to schedule a resource such as a conference room or overhead projector, you invite the resource to the meeting. The invitation is accepted if the resource is free, and the meeting is automatically entered in the resource's calendar.
<i>Subject:</i>	Type the subject of the appointment.
<i>Location:</i>	Type the location of the appointment.
<i>Start Time:</i> and <i>End Time:</i>	Type and select the start and ending dates and times for the appointment.
<i>Reminder:</i>	Check this box to be reminded before an appointment and then select when to receive the appointment reminder.
<i>Show time as:</i>	Select the desired appointment time status.

## 11.4 Scheduling Recurring Appointments

If a specific user is responsible for managing a group appointment that occurs at a regular interval (e.g., a weekly staff meeting), the *Recurrence* feature can be used to automatically schedule a recurring appointment, send out the invitation, and place the appointment on the calendar of each attendee. The user can also use the recurrence feature to have a series of appointments placed on the personal calendar.

To schedule recurring appointments, perform the steps in Table 26.

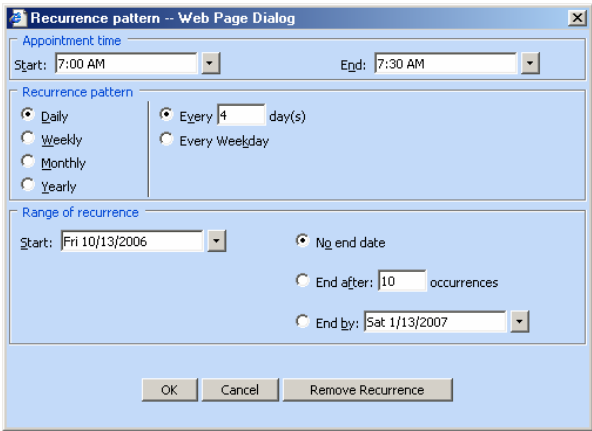
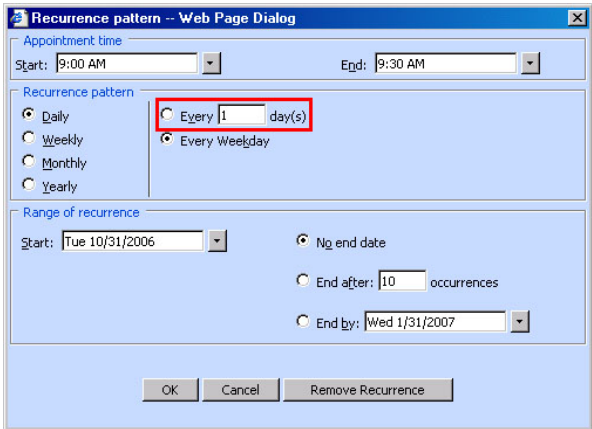
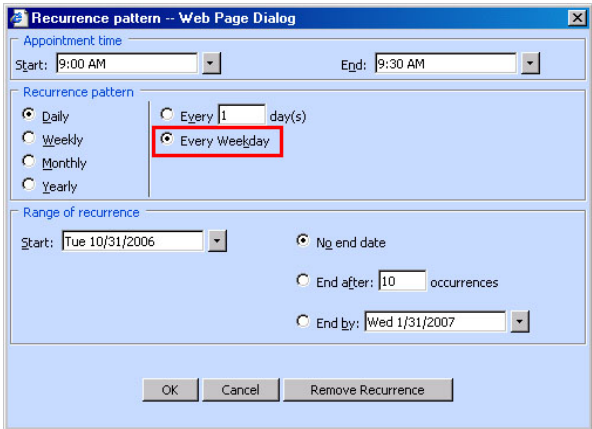
**Table 26: Scheduling Recurring Appointments**

Steps		
1.	Create a new appointment.	
2.	Click <b>Recurrence....</b>	
3.	The <i>Recurrence pattern – Web Page Dialog</i> window appears.  The appointment <i>Start:</i> and <i>End:</i> time fields are pre-populated.	
4.	Locate the <i>Recurrence pattern</i> section of the dialog box.  The <i>Recurrence pattern</i> section is divided in to two frames.  Frame 1, on the left, contains four options: <i>Daily</i> , <i>Weekly</i> , <i>Monthly</i> , and <i>Yearly</i> . The option selected in frame 1 determines what displays in frame 2, on the right. For example, if <i>Weekly</i> is selected in frame 1, weekly options display in frame 2.	

### 11.4.1 Daily Option

To use the *Daily* option, perform the steps in Table 27.

**Table 27: Daily Option**

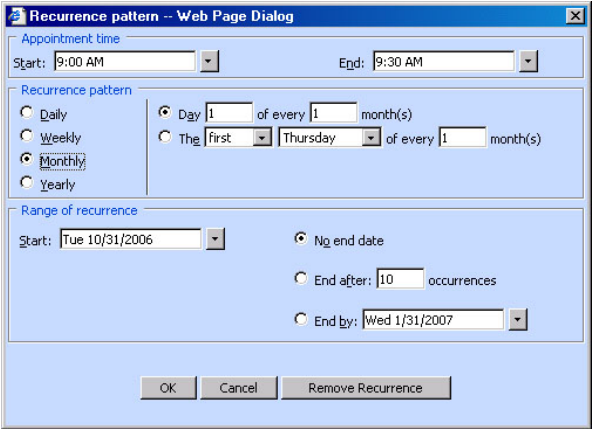
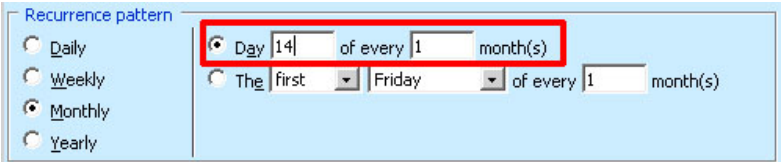
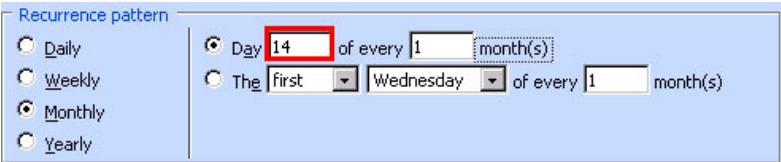
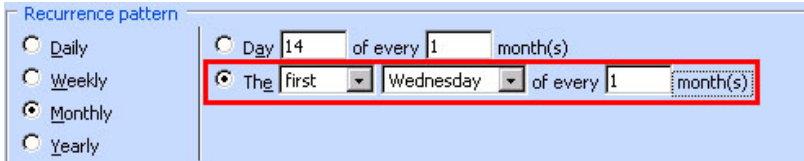
Steps		
1.	The <i>Daily</i> option includes two (2) selections: <i>Every &lt;number&gt; day(s)</i> and <i>Every Weekday</i> .	
2.	The <i>Every &lt;number&gt; day(s)</i> field allows the user to type the number of days between each appointment. For example, if the appointment occurs every fourth day, type <b>4</b> in the field.	
3.	The <i>Every Weekday</i> option allows the user to indicate whether the appointment will occur every weekday. No appointments are scheduled on Saturday or Sunday.	

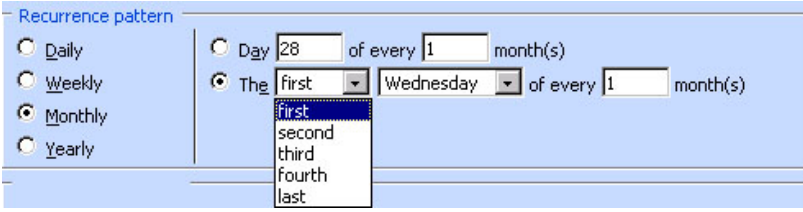
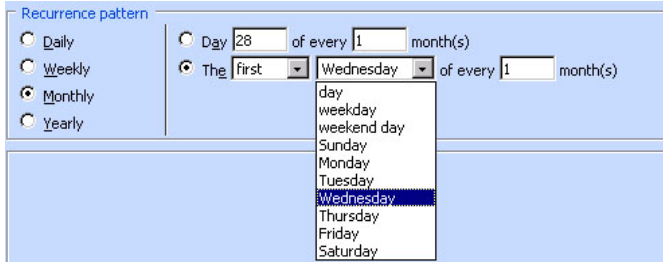



## 11.4.2 Monthly Option

To use the *Monthly* option, perform the steps in Table 28.

**Table 28: Monthly Option**

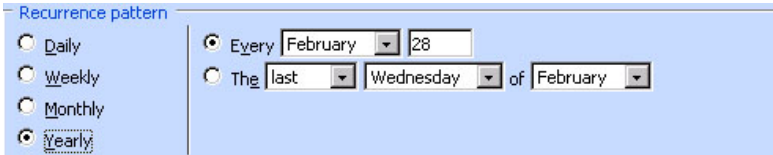
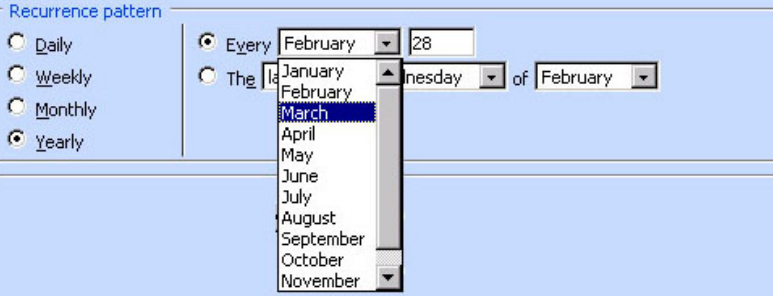
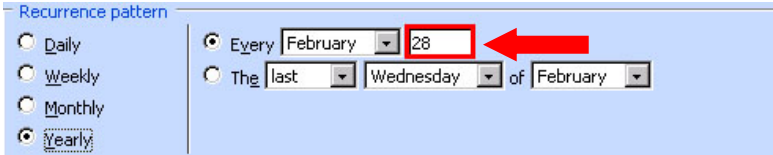
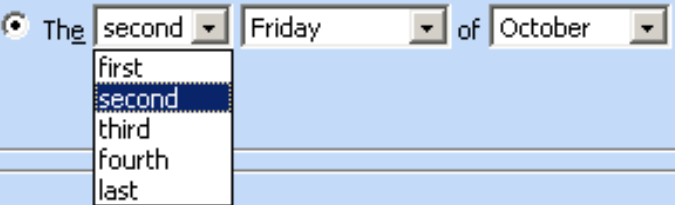
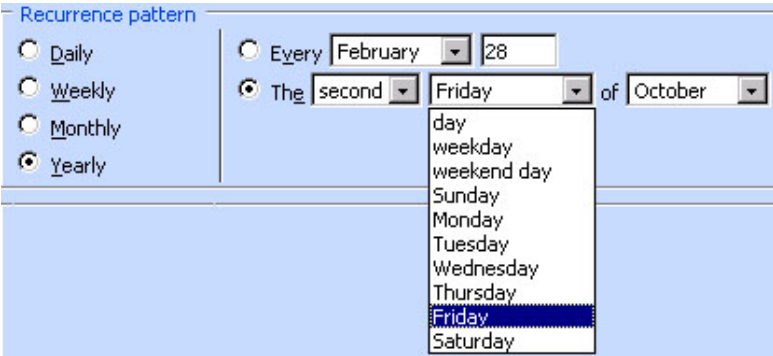
Steps	
1. The <i>Monthly</i> option includes two selections: <i>Day &lt;number&gt; of every &lt;number&gt; month(s)</i> and <i>The (week) (Day) of every (number) month(s)</i> .	
2. The <i>Day &lt;number&gt; of every &lt;number&gt; month(s)</i> option allows the user to type the day of the month on which the appointment takes place.	
3. Click within the <i>Day</i> field. Type the day of the month the appointment occurs. Click within the <i>Month</i> field. Type the number of months between each appointment.	 For example, if the appointment occurs every month, in the <i>month(s)</i> field, type 1. If the appointment occurs every other month, in the <i>month(s)</i> field, type 2.
4. The <i>The (week) (Day) of every (number) month(s)</i> option allows the user to select the week, day of the week and how often the appointment takes place.	

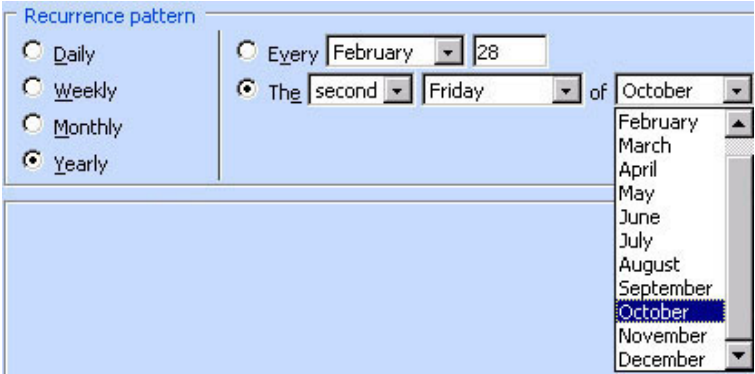
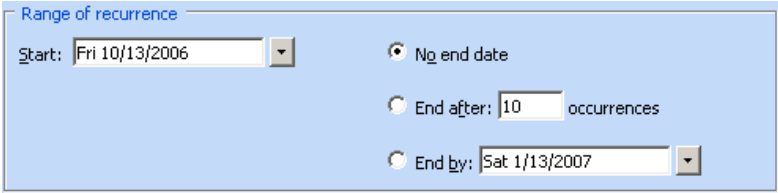
Steps		
5.	<p>Click the down arrow in the <i>week</i> field. A drop-down list of options displays.</p> <p>Click the option that indicates the week the appointment will occur.</p>	 <p>For example, if the event will occur the first week in every month, click <b>first</b>.</p> <p>If the event will occur the last week in every month, click <b>last</b>.</p>
6.	<p>Click the down arrow in the <i>Day</i> field. A drop-down list of options displays.</p> <p>Click the day the appointment will occur.</p>	
7.	<p>In the <i>month(s)</i> field, type a number to indicate how often the appointment will occur.</p>	 <p>For example, if the event will occur every month, type <b>1</b>. If the event will occur every two months, type <b>2</b>.</p>

### 11.4.3 Yearly Option

To use the *Yearly* option, perform the steps in Table 29.

**Table 29: Yearly Option**

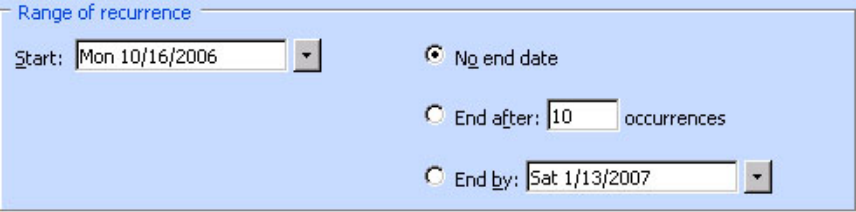
Steps		
1.	The <i>Yearly</i> option includes two selections: <i>Every</i> <Month> <date> and <week> <Day> of <Month>.	
2.	In the <i>Every</i> <Month> <date> field, click the down arrow in the <i>Month</i> field. A drop-down list of months displays. Click the month in which the appointment will occur every year.	
3.	In the <i>Date</i> field, type the day of the month to indicate the date that the appointment will occur.	
4.	In the <i>week</i> field, click the down arrow. A drop-down list displays. Select an option.	
5.	In the <i>Day</i> field, click the down arrow. A drop-down list of days displays. Select the applicable day of the week.	

Steps		
6.	<p>In the <i>Month</i> field, click the down arrow.</p> <p>A drop-down list of months displays.</p> <p>Select the applicable month that the appointment will occur.</p>	
7.	<p>Set the range of recurrence.</p> <p>The <i>Range of recurrence</i> field establishes a stopping point for the recurrence of appointments. This stopping point will mark the last day that an appointment will be scheduled and placed on the user's (and any attendee's) calendar(s). Three options are available.</p>	

### 11.4.4 Recurring Appointment Fields and Definitions

Table 30 describes each recurring appointment field and the action description that accompanies that field. Use this information when adding more detail to an appointment.

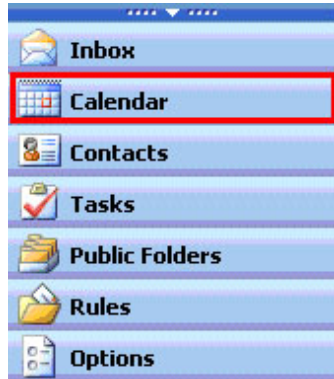

**Table 30: Recurring Appointment Fields and Definitions**

Field Name	Description
	
<i>No end date</i>	This option is used if an end date for the series of appointments has not been indicated. The appointment will be placed on the calendar indefinitely. For example, if a series of appointments is scheduled to occur the first Monday of every August, the appointment will be placed on the calendar every year until the user adds an end date.
<i>End after: &lt;number&gt; occurrences</i>	This option is used to indicate how many appointments should be scheduled. For example, use this option if only ten (10) occurrences of this appointment should be placed on the calendar. To use this option, click the <i>End after: &lt;number&gt; occurrences</i> radio button and type the number of appointments that should be scheduled.
<i>End by: &lt;Date&gt;</i>	This option is used to indicate an ending date for the series of appointments. To use this option, click the <i>End by: &lt;Date&gt;</i> radio button, and select the month and day the appointment recurrences are to stop.

## 11.5 Modifying an Appointment

To modify an appointment, perform the steps in Table 31.

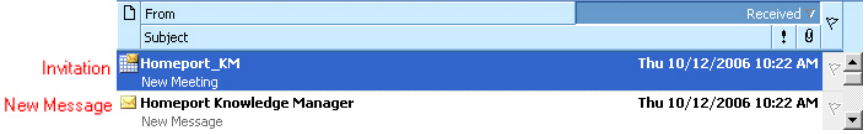

**Table 31: Modifying an Appointment**

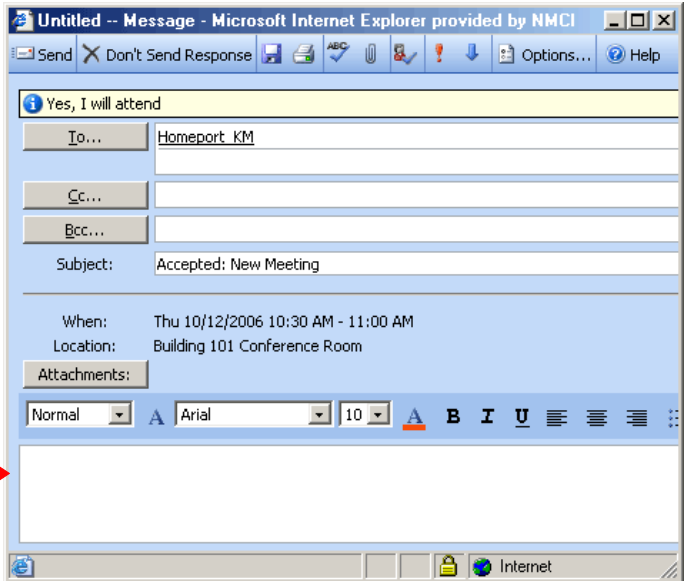
Steps		
1.	Click the <b>Calendar</b> button. Double-click the event to be modified.	
2.	Click the <b>Open this occurrence</b> radio button to change only one occurrence of the appointment. OR Click the <b>Open the series</b> radio button to change all recurring appointments. Click <b>OK</b> .	
3.	After completing the necessary changes, click <b>Send Update</b> to send an updated message to all recipients. OR If an update is not being sent to the recipients, click <b>Save and Close</b> . This saves the updates and closes the window.	

## 11.6 Accepting and Declining an Invitation

To accept or decline an invitation, perform the steps in Table 32.

**Table 32: Accepting and Declining an Invitation**

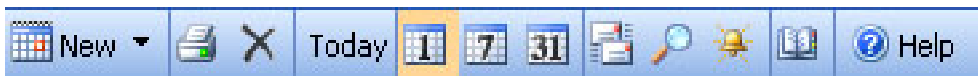

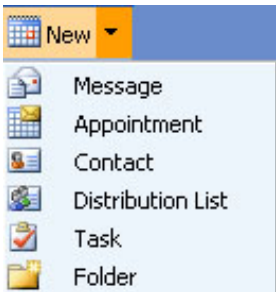

Steps		
1.	Invitations arrive in a user's <i>Inbox</i> . To differentiate between regular e-mail and an invitation, look at the exhibit.	
2.	To reply to an invitation, double-click the invitation. A new window appears.	
3.	Click one of the response options in the toolbar. <ul style="list-style-type: none"> <li>• <b>Accept</b> - Indicates the attendee plans to attend.</li> <li>• <b>Tentative</b> - Indicates the attendee plans to attend, but cannot make a definite commitment.</li> <li>• <b>Decline</b> - Indicates the attendee does not plan to attend.</li> </ul>	

Steps		
4.	<p>A new message window opens after selecting a response option with the <i>To...</i> and <i>Subject:</i> fields populated.</p> <p>In the <i>Message</i> field, add any additional information or comments.</p> <p>Click <b>Send</b>.</p>	
<p><b>Note:</b> If the <i>Accept</i> or <i>Tentative</i> option is selected, the appointment is automatically added to the user's calendar and the invitation is removed from the <i>Inbox</i>. After this occurs, view the invitation by locating and double-clicking the appointment in the calendar.</p>		




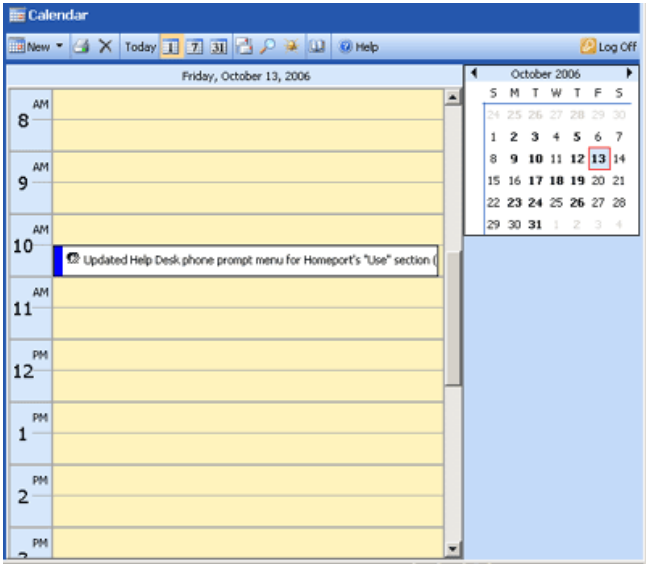

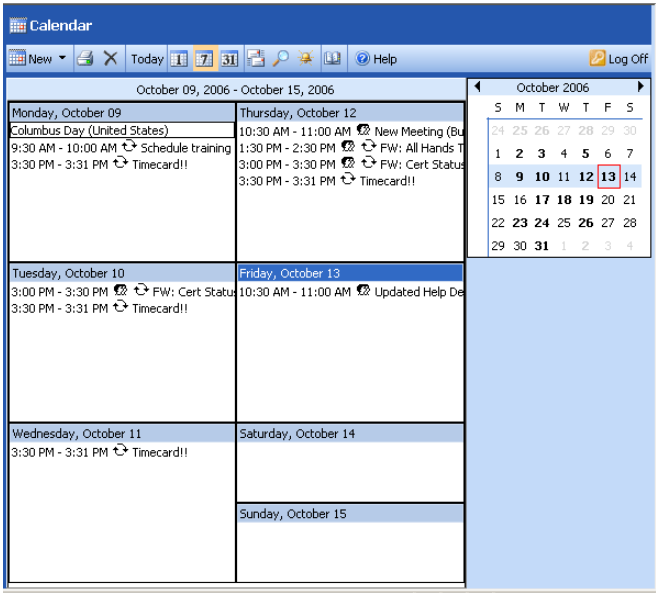
## 11.7 Calendar Toolbar Buttons and Definitions


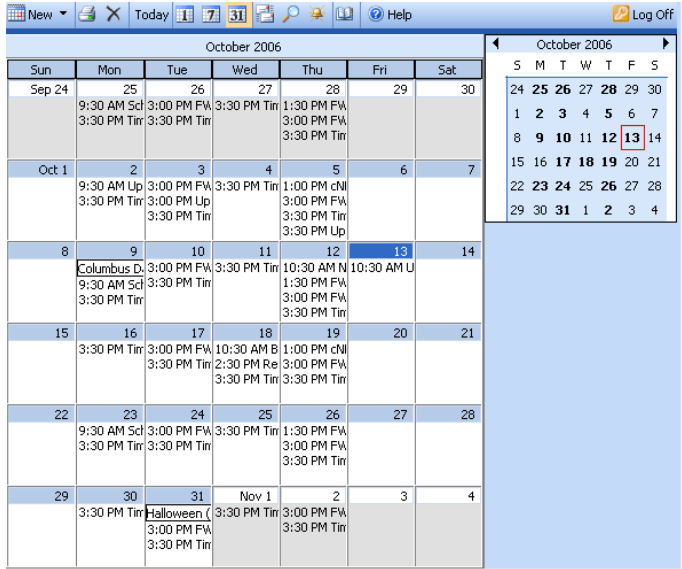


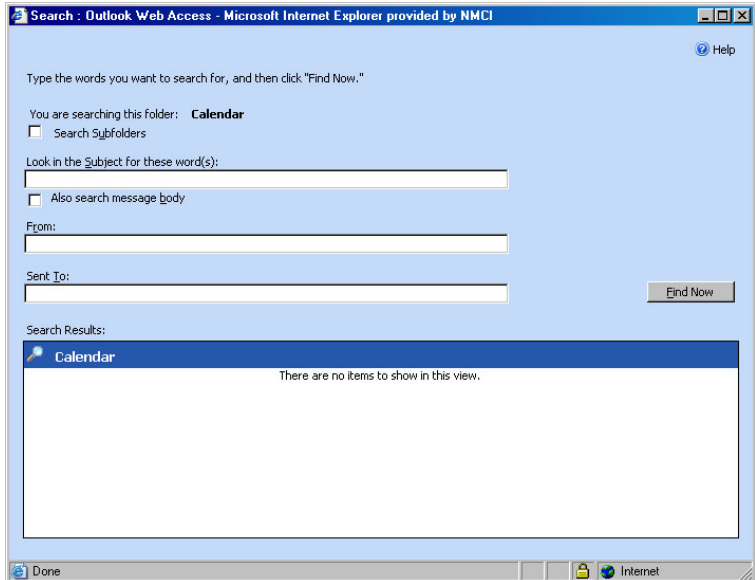
Table 33 contains details about each of the buttons on the *Calendar* toolbar. To view the details of a specific appointment, double-click the appointment so that it appears in a new window.


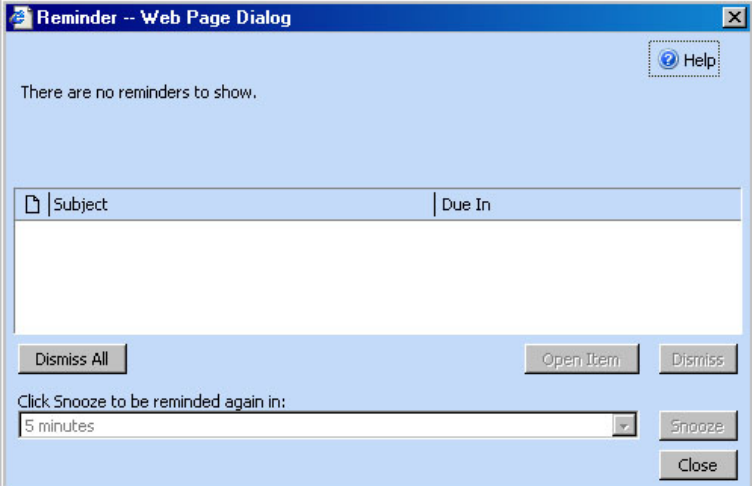

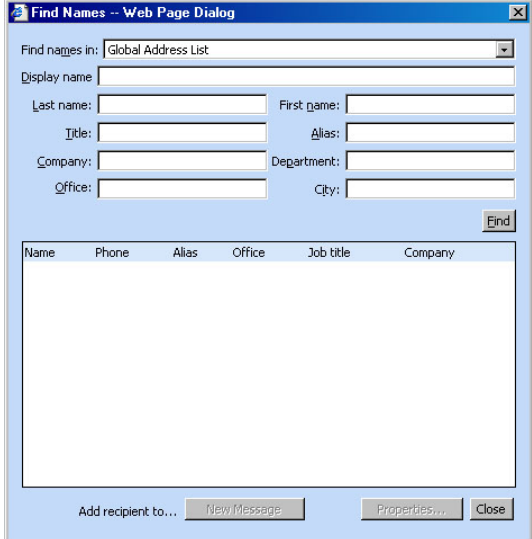
**Table 33: Calendar Toolbar Buttons and Descriptions**


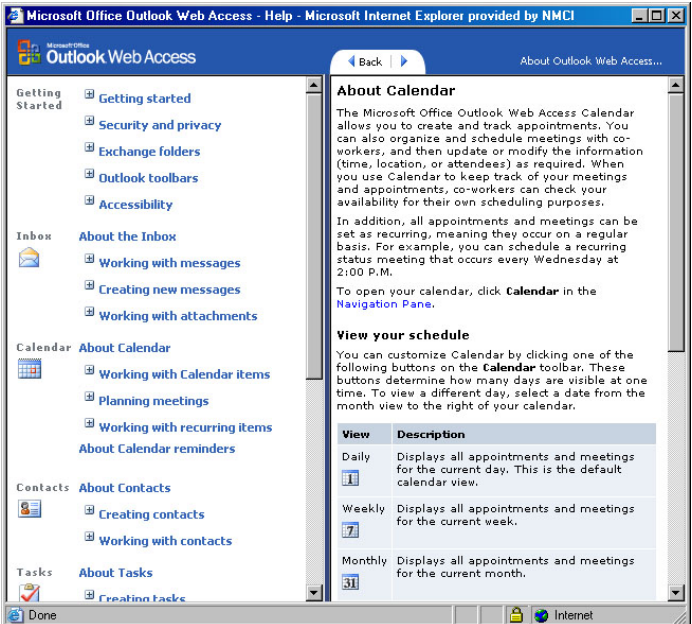
Button	Description	
		
	Create a new Message, Appointment, Contact, Distribution List, Task, or Folder.	
	Print the selected calendar item.	



Button	Description	
	Delete the selected calendar item.	
	Go to <i>Today</i> in the Calendar.	
	Switch to <i>Daily View</i> .	
	Switch to <i>Weekly View</i> .	

Button	Description	
	Switch To <i>Monthly</i> View.	
	Check for New Messages.	
	Search <i>Calendar</i> folders and subfolders.	

Button	Description	
	View Reminders	
	Address Book	

Button	Description	
	<p>Outlook Web Access Help</p>	

## 12. FOR MORE INFORMATION OR ASSISTANCE

- Click the **Help** link located on the *Outlook Web Access* message menu bar.
- Visit the NMCI Homeport web page at <http://homeport/> or <https://www.homeport.navy.mil/training/index.aspx>.
- Contact the NMCI Help Desk by **telephone** at (866) THE-NMCI / (866) 843-6624 or by **e-mail**:
  - Marine Corps: [mailto: HelpDesk\\_USMC@nmci.usmc.mil](mailto:HelpDesk_USMC@nmci.usmc.mil)
  - Navy: [mailto: HelpDesk\\_Navy@nmci-isf.com](mailto:HelpDesk_Navy@nmci-isf.com)